<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Rand</td>
<td>President of the Union</td>
</tr>
<tr>
<td>Rasika Ekhalikar</td>
<td>Vice President of the Union</td>
</tr>
<tr>
<td>CJ Markum</td>
<td>Graduate Rep</td>
</tr>
<tr>
<td>David Raab</td>
<td>Class of 2019 Rep</td>
</tr>
<tr>
<td>Anissa Choiniere</td>
<td>Class of 2020 Rep</td>
</tr>
<tr>
<td>Andrew Waltzer</td>
<td>Class of 2021 Rep</td>
</tr>
<tr>
<td>Ida Etemadi</td>
<td>Club/ICA Rep</td>
</tr>
<tr>
<td>Kay Sun</td>
<td>Club/ICA Rep</td>
</tr>
<tr>
<td>Ciera Williams</td>
<td>Club/ICA Rep</td>
</tr>
<tr>
<td>Ryan Delaney</td>
<td>Club/ICA Rep</td>
</tr>
<tr>
<td>Ananya Murali</td>
<td>Club/ICA Rep</td>
</tr>
<tr>
<td>Brooklyn Parslow</td>
<td>Club/ICA Rep</td>
</tr>
<tr>
<td>Caitlin Kennedy</td>
<td>Member at Large</td>
</tr>
<tr>
<td>Caroline Ringel</td>
<td>Member at Large</td>
</tr>
<tr>
<td>Cohen Davis</td>
<td>Member at Large</td>
</tr>
<tr>
<td>Brian Mansaku</td>
<td>Member at Large</td>
</tr>
<tr>
<td>Christopher Maria</td>
<td>Member at Large</td>
</tr>
<tr>
<td>Matthew Heimlich</td>
<td>UC Rep</td>
</tr>
<tr>
<td>Ezra Teboul</td>
<td>GC Rep</td>
</tr>
<tr>
<td>Joe Venusto</td>
<td>Senate E-Board Liaison</td>
</tr>
<tr>
<td>Deepika Senthilnathan</td>
<td>Club Financial Advisor</td>
</tr>
</tbody>
</table>
Steven M. Allard
Andrew Kiselik
Tejas Narayana
Jonathan Casillas
Rensselaer Union Executive Board
Meeting Minutes
March 22nd, 2018

*DISCLAIMER: minutes not intended to serve as an exact transcript, just as a summary*

UPAC Lights

Justin Johnson:

- Fixtures are getting old and are cumbersome to put up
- New fixtures are much more maneuverable and versatile and are more applicable for color wheel
- $500 for lamps for spotlights
- Did not need professional consultant this year, so $240 from that and $85 for closet improvements that we did not need all of

Ananya:

- How long do you think these lights will last you?

Justin Johnson:

- 20-30 years
- These are more maneuverable so I would take the age down

Rasika:

- Why are you coming after the equipment purchase deadline?

Justin:

- We put it in way more before the two weeks, but we are not taking any money out of an account that would be closed in June
- The bulk is coming out of the UPAC Lights and Mother's Reserve

Rasika:

- What kinds of shows will you be using these lights for?

Justin:

- In Mother’s because these can be moved without angles and can be used for McNeil room shows
- Don’t take as much setup as others
MOTION #1: MOTION TO REALLOCATE FUNDS FROM UPAC LIGHTS FY18 BUDGET TO UPAC LIGHTS RESERVES AS STATED IN THE ATTACHED MOTION PASSES 13-0-0

Rasika:

I did not include from the UPAC Lights Budget

I asked where they would use it because they are using Mother’s reserves and Cameron needed to find out if the lights would be used in Mother’s since they would be coming from a Mother’s gift account

Caitlin:

It’s not a waste to buy something for just one room

If they are good pieces of equipment we can share them with others

Anissa:

Are there any other plans going through this space?

Rasika:

This will be used by UPAC

Ciera:

Keep in mind these will be used for 20-30 years and new spaces may exist and being able to move them around is helpful

Kay:

I’m fine reallocating to the reserve account because even if we didn’t end up agreeing on the final reallocation, if they have extra in the line items, they can also put it towards that

The mothers gift account was set up specifically for lighting in Mother’s and it is specifically for use by UPAC so I feel this is a good idea

Committee of the Week

Kay:

We are currently looking into BizOps bylaws for a list of goals and outlines for communication between businesses and hospitality services including constantly looking into facilities of the Union and keeping an ongoing project list including ongoing, planned, and abandoned projects

We thought this would keep the committee on track to remind them of our regular routine and other things we’ve been working on recently

We’ve been looking into doing a scavenger hunt before UPAC After Dark after NRB
An activity like this will help people learn more about where things are and how they can use these things.

Grad students can also participate.

We will be talking to different offices and spaces and we’ll have it sorted out by the end of my term.

Election voting will be in the bookstore.

Some necessary conversation has happened.

I think some current standing StuGov officials raised questions towards this move.

I think Justin has something against it.

Caleb already agreed.

They don’t need to deliver mugs there since mugs are delivered to the bookstore.

Voting will happen in the bookstore.

This happened yesterday morning and I was notified earlier today that Justin has something against it.

Brian:

This is to push some people into the bookstore since it’s been down.

Kay:

The logo launch will also be going on which causes crowing in the union.

We are also looking into power towers to give all tables access to power outlets in the union.

Hopefully we will get them over the summer.

Hopefully, it will happen and we know what we want and student designers have been creating the layout.

Matt:

Don’t we need tables and chairs

Kay:

I think well get returns from clubs in the summer and if we make the decision of balcony tables, that money from returns can be used for furniture in balcony.

The furniture in SGS and meeting rooms will be there over the summer.
Directors Report

Steve:

Looking into turning the Mueller center lounge into a study space
We are looking into getting some power and some phone charging stations for when people are working out
We want to give student another option to be able to study
Cameron just messaged me saying Matt and Meagan are doing a great job in California
Wrestling came back from nationals
We have two Academic All-American
Curling went to nationals and were ranked third
They went into nationals as number one ranked and they came out tied in fifth

Senate Report

Rasika:

Steve Sperazza presented a senator guide with good practices for senators to follow
CRC gave an update on second annual lupus walk
The senate approved a student member of the faculty senate

Flying Club

Fred:

After getting first last October, our Flying Team was invited to nationals (NIFA)
Lots of cost associated with getting people and planes out there
Last time we made it was in 2003
Don’t make it that often so we do not budget for it... that is why we are asking for money now

Rasika:

What do members pay in dues?

Fred:

Pilots = $50  Crew = $25

Ryan:

When is it?

Fred:
April
Team minivans to Indiana... pilots fly there

Kay:
Congrats
What is the class year of pilots?

Fred:
Both seniors... two freshman pilots and two student pilots

Rasika:
Is the driver 21 and van trained?

Fred:
Yeah

John:
Does the airport charge tie down fees?

Fred:
No

Steve:
RPI represented in Indiana now... pretty sick

Merits

Caitlin:
Travel contingencies?

Steve:
We are in good shape... exactly what travel contingencies is for

In future years put it in their budget... if they don’t make it then it’s not used, keeps them from having to come every time they do.

*MOTION #2: MOTION TO REALLOCATE $4000 FROM TRAVEL CONTINGENCIES TO FLYING CLUB FOR NIFA COMPETITION PASSES 13-0-0*
Conflict of Interest Policy

Anissa:

Stuff we do just not written down

While we are all student we are involved in other organizations it defines personal interest and outside interest

An example of outside interest there was a lot of talk on where to mover certain clubs for the Veteran’s lounge there was a lot of talk on clubs a club is

Procedure: if there’s a conflict of interest people should let it be known Not expressing conflict of internet can be sent to the judicial board to further action

The decisions we make here do impact more people

David:

If you read the union constitution, the j board can’t actually remove people from the E-Board

A small grip but the entire policy is awesome

Strike the part that says “for disciplinary action”

Brian:

I don’t think the Judicial board should be in there at all what is the punishment

I think it’s up to the E-Board and the President of the Union

Why are we giving up the power of our members to the J Board?

If someone is removed from the board whose power is it

Kay:

It’s in the Union constitution

Ciera:

On that point maybe someone else can answer

Say someone votes with a conflict of interest and the policy gets passed

What happens if we decided it was completely biased?

Any decision we make can be referred to the J Board

Ciera:

People are talking about it as a thing that can’t happen but it can
Kay:

I think the mentality if I interpreted it correctly, it is to keep the opinion of the board as neutral as possible so people don’t bring their personal opinion into business.

It would encourage students to execute their own rights or power to j board something which I think should be in policy.

We should be telling student how they can voice their concerns and what to do if problems do come up.

I want to ask for part C, administrative staff conflicts of interest.

Anissa:

This part is in place for budgeting.

For Example, Martha presenting the budget for the club.

That specific part is a way to get around it. Martha can stay in the room because it doesn’t directly affect her. As administrators going through the budget line by line, we are not personally positively impacted by any part of the budget.

We are having the person present the budget.

Kay:

We all know when E-Board reps represent out club’s interest.

Anissa:

Does not count E-Board reps.

John:

I’m trying to see how this motion would flow.

Does the E-Board have the power to nullify a motion?

Rasika:

We can write a motion to overwrite another motion by a 3/5 vote.

Anissa:

We are representing the Union and not ourselves.

Brian:

In our Bylaws Article 9 it says failures to meet duties of office article nine section 3. Any members may be removed by the 2/3 senate or PU and half the Senate.
It does not apply to people who are not appointed by the senate

Andrew Kiselik:
   It sounds like the policy will J Board the person, not the decision

Anissa:
   It would be the motion that is subjected to a J Board due to conflict of interest

Caitlin:
   I think you meant decision, but it sounds like a person

David:
   A lot of this policy started off with, was the last time Phalanx had so many E-Board members that we almost didn’t have quorum

Anissa:
   Conflicted can ask for an exemption with the approval of 2/3 of the non-conflicted members

Andrew:
   You might want to include something about quorum with conflicting members

Anissa:
   This is how it was defined in the Roberts Rules that we found

Kay:
   Maybe you can put that in the special rules of order

Andrew:
   I think including it removes ambiguity

Caitlin:
   So we wouldn’t need quorum

Anissa:
   If there is enough quorum to start them meeting, then we can begin
   Consists of 2/3 of the voting membership

Brian:
   What if there was a case where most of the board was conflicted what if we gave it to senate

Anissa:
   That is not the point of separation of powers
Members of a club/organizations the end is in there so E-Board cannot be J Boarded for creating its own budget

It should be based on students

Kay:

A case like Brian is saying would come up f we have external interest coming into play

President’s Report

Rasika:

Matt sent in a report, remind everyone that the Veteran’s Lounge Grand Opening is the Friday of GM week April 6th and we will show people the actual veterans lounge

Broomball is this Saturday at 7 PM, there is something beforehand we should arrive as closely to 7 as possible

David:

Broomball will be televised by RPITV

Anissa:

Wear non slip shoes, wear protective gear

Member Reports

Kay:

On the tables like, matt asked earlier, I can send out option to Board members

Rasika:

GM Week info is oat gmweek.union.rpi.edu

Andrew Kiselik has more

Cinema is showing I, Tonya and Animal House

They’ll be showing Blockers

Comedy has a show for five dollars tomorrow

Collegiate Store has a survey out

The town hall was today and it was streamed online

GMPU roast during GM Week

I’ll send a link in the slack channel

Matt Heimlich:

motion to make Rasika member of the week
Rasika:

Motion ruled out of order

*MOTION #3: MOTION TO RULE RASIKHA’S OUT OF ORDER, OUT OF ORDER PASSES 12-0-1
*MOTION #4: MOTION TO MAKE RASIKHA MEMBER OF THE WEEK PASSES 12-0-1

Anissa:

Will you have to write it in the hat

Kay:

meeting room furniture will be coming in during break

**Conflict of Interest, Continued**

Justin:

It’s not restricting

Anissa:

They are held to certain standards representing their union and not themselves

It a reminder as to who loyalties need to lie to

Ciera:

Why can’t we say that a decision may be

Anissa:

Grammatically, if you remove the middle clause, it works

The decision made was grounds is still valid

Ciera:

Maybe grounds for is more complicated than may be referred to

Anissa:

It’s easier and more user friendly ill add the change

It makes it low better

Rasika Ekhalikar:

*MOTION #5: MOTION TO PASS CONFLICT OF INTEREST POLICY AS ATTACHED PASSES 13-0-0
1. Roll Call @ 8:00 PM

2. Welcome

3. Presentations
   a. UPAC Lights – 8:05 PM
   b. Flying Club – 8:30 PM
   c. Conflict of Interest Policy – 8:55 PM

4. Reports:
   a. Committee of the Week – Business Operations
      i. Next Week –
   b. Director’s Report
   c. Senate Report
   d. President’s Report
   e. Member Reports

Contingencies FY18
Beginning Balance $32,500
Current balance $21,826.22

Contingencies FY17
Beginning Balance $32,500
This week $18,320.97
EXECUTIVE BOARD PROPOSAL COVERSHEET

CLUB  Lights
HEAD CLUB OFFICER  Justin Johnson
PRESENTER  Justin Johnson
ACCOUNT NUMBER  302423
DATE SUBMITTED  johns15@rpi.edu
PHONE NUMBER / EMAIL

No. of Members
- RPI Students: 48
- Faculty/Staff: 
- Community: 

Present Rensselaer Union Subsidy: $ 11,899.00

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gas Attended Quote</td>
<td>$30.00</td>
<td>Shipping: $150.00</td>
</tr>
<tr>
<td>2. Game Reserve</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>3. Goal 8 Park 2 Line 18</td>
<td>$650.00</td>
<td></td>
</tr>
<tr>
<td>4. Goal 9 Park 5 Line 27</td>
<td>$550.00</td>
<td></td>
</tr>
<tr>
<td>5. Goal A Park 3 Line 46</td>
<td>$35.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $ 2,085.00

Additional Subsidy Request Total: $ 0

(Expense less Income)

JUSTIFICATION & EXPLANATION:
Has this been requested before? No

(for example: at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:

a. Detail of items/services to be purchased. (e.g. a quote, etc.)
b. Demonstration of need/interest, or background.
c. How will this impact future budgets. (e.g., maintain cost, replacement cost, etc.)

Reviewed by

Executive Board Representative
DATE  11/8

Reviewed by
Rensselaer Union Finance Coordinator
DATE  3/20/18

Reviewed by
Rensselaer Union SARP

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

☐ Approved  ☐ Reserves
☐ Not Approved  ☐ Contingency

Form available for download at union.rpi.edu/club-finance
UPAC Lights is looking to update our intelligent lighting fixtures from two Roboscan 918s and two Roboscan 518s to two each of the Martin Encore Performance and Martin Rush MH1. The current intelligent lighting fixtures were purchased close to 30 years ago and no longer are the standard in lighting that they once were. This is part of an ongoing process to update much of our stage lighting to LED fixtures in order to improve the level of service we are able to provide to clubs. The new fixtures will have improved beam effects and gobos that are much more suited to the types of shows that we currently put on. Additionally, the current lights weigh over 80 pounds and are a significant burden to hang when we would like to use them. By updating our inventory to the new lights, we will have a much more versatile inventory to choose from when we are lighting the wide variety of shows that we are hired for.

After using the money in our reserve account and the gift fund we have for lighting upgrades for Mother’s (where the Roboscans have been primarily used), we are still $825 short of the amount we need. By looking through our budget we have found a few places that we can reallocate this money from without effecting our operations for this Fiscal Year.

- Goal 3, Program 1, Line 18 – Reallocation $500 budgeted for new lights for the spotlights. These lamps were not needed this year since the spotlights were purchased new at the end of last Fiscal Year and came with lamps.
- Goal 8, Program 5, Line 27 – Reallocation $240 budgeted for professional consultant for large shows. We had significantly fewer shows this year and did not have any large shows in which we were unfamiliar with how to setup and properly light the event.
- Goal A, Program 2, Line 4 – Reallocation $85 from closet improvements. The closet improvements (building new shelves) we planned to complete this year have pretty much been completed and we have found that it did not require as much money as we expected to buy the materials for that project.

Combining these reallocations with the aforementioned reserve account and gift fund will allow us to purchase these new fixtures this fiscal year and begin saving for our next major equipment purchase.
UPAC Lights Capital Equipment Justification:

We are selecting 4Wall Entertainment to purchase new profile lighting fixtures from because they provided us with the most competitive quote for 2 Martin Encore Performance CLD fixtures and 2 Martin MH1 Profile Plus fixtures to replace our Robscan 518 and 918 fixtures. We received quotes from 4Wall, Full Compass, and Production Advantage — 4Wall came back with the most competitive price and also already does business with RPI through EMPAC on a regular basis. Although the Full Compass quote looks to be competitive, they failed to provide a quote for a flight case, which is necessary to store the lighting fixtures. The Production Advantage and Full Compass quotes both have additional items on them which we are not looking to purchase.
**SPECIAL INSTRUCTIONS:**
- Rush: Mail Attachments
- To be filled in by finance office:
- P.O. #

**RENSSELAER UNION**
Purchase Requisition Form

**PRE-APPROVAL**
- FTR
- PayPal
- Money Order
- Direct Travel
- Club Operating Fund

**PLEASE PRINT NEATLY**
- Vendor ID#: 522 373 455
- Vendor Name: 4 Nall Entertainment Inc.
- Corporation Name for credit card orders: 
  (If not same as vendor): 
- Vendor Address: 1 Carol Place
  Monroe, NJ 07044
- Vendor Phone: (201) 329-7871
- Vendor Fax # (Required): (201) 329-7890
- Club Name: UPAC Lights: 143051
- Acct # To Be Charged: 3137 009 3040 0810 021
  **From Budget:**
  - Club Mtg. #
  - Sub Account
  - Program code
  - Activity

**PLEASE CHOOSE ONE:**
- Will Pick-Up PO
- Will Pick-Up Check at Union
- Please Email PO
- Please Mail Check
- Please Fax PO*
- Hold Check at Rice Bldg.

**Club Officer Name:** Justin Johnson
**Officer Position:** Equip Chair
**Phone:** (212) 320-9236
**Email:** john.s18@rpi.edu

**Today's Date:** 3/2/18
**Date Required:** ASAP

**Item #**  | **Description (be as specific as possible)**  | **Specific Details**  | **Qty.** | **Unit Price** | **Extended Price**
---|---|---|---|---|---
1  | Martin 90280050 Rush MH1 Profile Plus  |  | 2 | 186.50 | 3730.00
2  | Martin 9023000AHC Envision Performance, CLD, EPS  |  | 2 | 1949.00 | 15,938.00
3  | 91515048 Flight Case 2x Mac Enforce  |  | 1 | 1044.00 | 1044.00
4  | Delivery  |  | 1 | 150.00 | 150.00

| 491004.3137 | 143051-157840 | 4047 | 19887 |

**By signing this, I the Club Officer signed below, affirm that the Information provided is accurate and from our current approved budget.**

**Club Officer's Signature:** 
**Date:** 
**Union Staff Signature:** 
**Date:** 

**Total:** $20,862.00
1 CAROLI PLACE
MOONACHIE, NJ 07074  USA
Phone: (201) 329-9878
Fax: (201) 329-9990

Quote No:   N135842
Description: MAC ENCORES
Deal No:    N21295
PO No:      PENDING
Terms:      NET 25 DAYS
Location:   SHIP
Billing Cycle: IMMEDIATE

Issued To
RENSSELAER POLYTECHNIC INSTITUTE
ATTN: NAME OF EMPLOYEE
PROCTOR'S BUILDING, SUITE 500
110 8TH STREET
TROY, NY 12180-3990 USA

Phone No:    (518) 276-8698
Fax No:      (518) 276-2191

Attention:
RENSSELAER POLYTECHNIC INSTITUTE
110 8TH STREET
TROY, NY 12180-3990 USA
Phone:    (518) 276-8698
Required By:  02/28/2018

SALES

<table>
<thead>
<tr>
<th>Part No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Ext.</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTIN 90280090RUSH MH1 PROFILE PLUS</td>
<td>2 EA</td>
<td>1,655.00</td>
<td>3,310.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARTIN 90234000HUMAC ENCORE PERFORMANCE,CLD,EPS</td>
<td>2 EA</td>
<td>7,898.00</td>
<td>15,796.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>91515048FLIGHTCASE 2X MAC ENCORE</td>
<td>1 EA</td>
<td>1,044.00</td>
<td>1,044.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SALES TOTAL: 20,712.00

MISCELLANEOUS

<table>
<thead>
<tr>
<th>I-Code</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-DELO</td>
<td>DELIVERY USED SALES TRUCK</td>
<td>1</td>
<td>150.00</td>
</tr>
</tbody>
</table>

MISCELLANEOUS TOTAL: 150.00

GRAND TOTAL: 20,862.00

Terms and Conditions
Please note the following regarding this used sale quote:

- Items are offered per manufacturer's specification regardless of any other specifications. Any requirements for customization or third party certification will be billed additional.
- Permitting, engineering, and installation are not included.
- All other accessories are an additional cost and are not included in this quote.
- Order is prepayment.
- Equipment may be returned up to 48 hours after delivery. Refunds to be provided as store credit. Re-stocking fees may apply.
- Prices are itemized for convenience only. This does not constitute an offer to sell less than lot.
- Prices are predicated on quantities listed only.
- This is a quote for the purchase of used equipment. Price does not reflect applicable sales tax unless otherwise noted. All used equipment is subject to availability and lead times. Pre-payment is required unless terms are established with our credit department.
- Pricing is valid for 30 days.
- Shipping charges are additional and have not been included in the purchase price, unless otherwise noted.
- Sales tax is additional and has not been included in the purchase price, unless otherwise noted.
- Items may ship from multiple 4Wall locations.
- This proposal, its contents, and all related documentation generated by 4Wall Entertainment are confidential and shall not be disclosed to third parties.
**Production Advantage**

PO Box 1700
Williston, VT 05495-1700
(800)424-9991
Fax: (877)424-9991

**Bill To:**
Rensselaer Polytechnic Inst
Melanie Depoian
PO Box 4199
Scranton, PA 18505-6199

**Shipped To:**
Rensselaer Polytechnic Inst
Luke Kuprens UPAC LIGHTS CHAIR
Union Admin Office?RU 3716
110 8th St
Troy, NY 12180-3590

---

**QUOTATION**

**QUOTATION DATE** 02/22/2018
**ACCOUNT NO.** 51201
**ORIGINAL ORDER** 2973001
**ORIGINAL ENTRY DATE** 2/22/2018

---

**PURCHASE ORDER**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>69240010</td>
<td>Martin MAC Quantum Profile LED Moving Head Fixture in 2-unit flightcase</td>
</tr>
<tr>
<td>90280050</td>
<td>Martin RUSH MH1 Profile Plus Moving Head Fixture</td>
</tr>
<tr>
<td>90240030</td>
<td>Martin MAC Quantum-Wash LED Moving Head Fixture in 2-unit flightcase</td>
</tr>
<tr>
<td>CUSTOM FIXT 1</td>
<td>Custom Lighting Fixture, per specifications 902340165HU MAC ENCORE PERFORMANCE, WRM, SIP 91515048 FLIGHT CASE 2X MAC ENCORE</td>
</tr>
</tbody>
</table>

---

**QUANTITY** | **C&R** | **SHIP VIA** | **SHIP DATE** | **TERMS** | **FEDERAL ID** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>JCC Ext. 210</td>
<td>FedEx Ground</td>
<td></td>
<td>NET 30</td>
<td></td>
</tr>
</tbody>
</table>

---

**QUANTITY** | **ITEM NUMBER** | **ITEM DESCRIPTION** | **CATALOG** | **UCM** | **UNIT PRICE** | **EXT. AMOUNT** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>69240010</td>
<td>Martin MAC Quantum Profile LED Moving Head Fixture in 2-unit flightcase</td>
<td>WIGL-0383</td>
<td>EACH</td>
<td>$9,510.00</td>
<td>$19,020.00</td>
</tr>
<tr>
<td>2</td>
<td>90280050</td>
<td>Martin RUSH MH1 Profile Plus Moving Head Fixture</td>
<td>WIGL-0385</td>
<td>EACH</td>
<td>$2,155.00</td>
<td>$4,310.00</td>
</tr>
<tr>
<td>2</td>
<td>90240030</td>
<td>Martin MAC Quantum-Wash LED Moving Head Fixture in 2-unit flightcase</td>
<td>WIGL-0407</td>
<td>EACH</td>
<td>$8,990.00</td>
<td>$17,980.00</td>
</tr>
<tr>
<td>2</td>
<td>CUSTOM FIXT 1</td>
<td>Custom Lighting Fixture, per specifications 902340165HU MAC ENCORE PERFORMANCE, WRM, SIP 91515048 FLIGHT CASE 2X MAC ENCORE</td>
<td>FIXT-1058</td>
<td>EACH</td>
<td>$10,750.00</td>
<td>$21,500.00</td>
</tr>
</tbody>
</table>

---

**PRODUCT TOTAL** | **SHIPPING & HANDLING** | **TAX** | **PREPAID** | **POSTPAID** | **AMT. DUE** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$62,626.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$62,626.00</td>
</tr>
</tbody>
</table>

---

email invoice to rpi@divinotech.com alm 1/30/17
$25,810

---

Prices quoted are firm for 30 days. All warranties are with the manufacturer. Please call with any questions. Thank you for the opportunity to quote.

**Shipping is Additional**

---

Thank you for your business!
End of Invoice 2973001
### Quotation

**Confirmation #**
SOC3563810-2

**Page**
1 of 1

**Date**
3/1/2018

**Sales order**
quote

**Purchase order #**

**Ordered by**
luke

**Salesperson**
Mike Beckon

**Payment**
Net 30 days

**Customer account**
CUC1041860

**FOB**
FOBO

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity Ordered</th>
<th>Unit</th>
<th>Shipment Via</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC QUANTUM PROE FC MAC Quantum Profile in 2 Unit Case, 9024000004</td>
<td>2 EA</td>
<td>FedExGrnd</td>
<td>$8976.02</td>
<td>$133652.04</td>
<td></td>
</tr>
<tr>
<td>RUSH-MHI-PROFILE+ Moving Head Fixture 902800050</td>
<td>2 EA</td>
<td>FedExGrnd</td>
<td>$1745.35</td>
<td>$3490.70</td>
<td></td>
</tr>
<tr>
<td>MAC ENCORE PERFORM-C LED Moving Spot, 470w, 6000K, CMY Mixing, 9025400004</td>
<td>1 EA</td>
<td>FedExGrnd</td>
<td>$8037.90</td>
<td>$8037.90</td>
<td></td>
</tr>
</tbody>
</table>

**Sales subtotal amount:** $24880.64

**Shipping & handling:** $0.00

**Net amount:** $24880.64

**Sales tax:** $0.00

**Total:** $24880.64

**Prepaid:** $0.00

**Balance due:** $24880.64
Hayden, Nicole Ann

From: McLean, Cameron Anne
Sent: Tuesday, March 20, 2018 4:25 PM
To: Hayden, Nicole Ann
Subject: RE: UPAC Lights

Yes. Okay

From: Hayden, Nicole Ann
Sent: Tuesday, March 20, 2018 3:05 PM
To: McLean, Cameron Anne
Subject: UPAC Lights

Hi Cameron,

Can you please email me your approval for UPAC Lights E-board proposal? Martha and Rasika both signed off on it.

Thank you

Have A Great Day
Thank you,

Nicole Hayden
Administrative Specialist
Rensselaer Union
Phone: 518-276-6505
Email: hayden@rpi.edu<mailto:hayden@rpi.edu>
EXECUTIVE BOARD PROPOSAL COVERSHEET

Flying Club 302057 03/21/2019

CLUB ACCOUNT NUMBER DATE SUBMITTED

Stephen Hansen 386-405-7017 / holer@rpi.edu
HEAD CLUB OFFICER PRESENTER PHONE NUMBER / EMAIL

No. of Members Dues/person/yr.: $35 for pilots / 50 for pilots
RPI Students: 74 Faculty/Staff: $________________
Faculty/Staff: 0 Community: $______________
Community: 0

Present Rensselaer Union Subsidy: $________________

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip last two attended</td>
<td>$30,336.48</td>
<td>1. (Operating Budget) $3650.00</td>
</tr>
<tr>
<td>2</td>
<td>$</td>
<td>2. Life account $305.89</td>
</tr>
<tr>
<td>3</td>
<td>$</td>
<td>3. Pilot Income $30,921.00</td>
</tr>
<tr>
<td>4</td>
<td>$</td>
<td>4. Var Pilot Income $101.00</td>
</tr>
<tr>
<td>5</td>
<td>$</td>
<td>Total $6,786.98</td>
</tr>
</tbody>
</table>

Total $10,336.48 Additional Subsidy Request Total $4000
(Expense less Income)

JUSTIFICATION & EXPLANATION:
Has this been requested before? No
(for example at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:
  a. Detail of items/services to be purchased. (copy of quote, etc.)
  b. Demonstration of need/interest, or background.
  c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by Executive Board Representative DATE 03/21/2018
Reviewed by Rensselaer Union Finance Coordinator DATE 3/21/18
Reviewed by Rensselaer Union SARP - Cameron Acu DATE 3/21/18

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

☐ Approved ☐ Reserves
☐ Not Approved ☐ Contingency

Form available for download at union.rpi.edu/club-finance
Executive Board Proposal for the RPI Flying Club

Presented by Freddie Hole

The RPI Flying Club is asking for $4,000 of funding from the RPI Union’s Travel Contingency Fund to travel to the national NIFA SAFECON 2018 in Terra Haute, Indiana. The RPI Flight Team, a subsection of the flying club, participates annually in a regional flying competition held by NIFA, the National Intercollegiate Flying Association (More information can be found at nifa.aero). This year the RPI Flight Team placed first at our regional competition in October which automatically qualifies us for the national competition in the spring. The flight team had an incredibly strong performance including the two top pilots of the entire event, which led the team to its first win since 2003.

These competitions, along with the nature of flying are expensive. The flying club budget only includes enough money for the regional competition as it is rare that the club qualifies and is able to attend nationals. This is why the flying club is requesting additional funding in order to attend this very rare opportunity for the flight team, whose members would not be able to afford the high costs without Union subsidy. The total estimated cost for the competition comes to $10,336.98. This includes quotes from direct travel on 2/26 for the cost of the hotel and rental car. As per section V.E.2.4 of the Union Club and Organization Policies and Guidelines, we are hoping that the Union will subsidize 70% of the cost up to $4000. The rest of the money that is required will come from this year’s budget which still has $2,650 of subsidy left under the NIFA line item. This amount has been approved by our SARP, Cameron McLean to be spent for this purpose. All of this combined would drop the student cost down to a level which is affordable (<$250) for all members.

Attached is a budget that outlines all of the cost associated with the competition. The budget was made assuming a 70% Union, 30% Student Split.

Thank you for your time.
## Table 1: Expense Breakdown

<table>
<thead>
<tr>
<th>Name</th>
<th>Qty</th>
<th>Per Qty</th>
<th>Total</th>
<th>Income Qty</th>
<th>Per Qty</th>
<th>Total</th>
<th>Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Flight time 152</td>
<td>5</td>
<td>$95.00</td>
<td>$475.00</td>
<td>5</td>
<td>$28.50</td>
<td>$142.50</td>
<td>$332.50</td>
</tr>
<tr>
<td>Practice Flight time 172</td>
<td>5</td>
<td>$120.00</td>
<td>$600.00</td>
<td>5</td>
<td>$36.00</td>
<td>$180.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>Competition Flight Time 152</td>
<td>4</td>
<td>$95.00</td>
<td>$380.00</td>
<td>4</td>
<td>$28.50</td>
<td>$114.00</td>
<td>$256.00</td>
</tr>
<tr>
<td>Competition Flight Time 172</td>
<td>7</td>
<td>$120.00</td>
<td>$840.00</td>
<td>7</td>
<td>$36.00</td>
<td>$252.00</td>
<td>$588.00</td>
</tr>
<tr>
<td>Ferry Flight Time 152</td>
<td>14</td>
<td>$95.00</td>
<td>$1,330.00</td>
<td>14</td>
<td>$28.50</td>
<td>$399.00</td>
<td>$931.00</td>
</tr>
<tr>
<td>Ferry Flight Time 172</td>
<td>11</td>
<td>$120.00</td>
<td>$1,320.00</td>
<td>11</td>
<td>$36.00</td>
<td>$396.00</td>
<td>$924.00</td>
</tr>
<tr>
<td>Hotel*</td>
<td>4</td>
<td>$817.12</td>
<td>$3,268.48</td>
<td>4</td>
<td>$245.14</td>
<td>$980.54</td>
<td>$2,287.94</td>
</tr>
<tr>
<td>Rental Van from Troy**</td>
<td>1</td>
<td>$543.00</td>
<td>$543.00</td>
<td>1</td>
<td>$162.90</td>
<td>$162.90</td>
<td>$380.10</td>
</tr>
<tr>
<td>Rental Car from Indiana**</td>
<td>1</td>
<td>$389.54</td>
<td>$389.54</td>
<td>1</td>
<td>$116.86</td>
<td>$116.86</td>
<td>$272.68</td>
</tr>
<tr>
<td>Fuel for Cars</td>
<td>1</td>
<td>$230.96</td>
<td>$230.96</td>
<td>1</td>
<td>$69.29</td>
<td>$69.29</td>
<td>$161.67</td>
</tr>
<tr>
<td>NIFA Fees</td>
<td>8</td>
<td>$120.00</td>
<td>$960.00</td>
<td>8</td>
<td>$36.00</td>
<td>$288.00</td>
<td>$672.00</td>
</tr>
</tbody>
</table>

$10,338.98 $3,101.09 $7,237.89

*This is quote from direct travel on 2/26 for Candlewood suites (see sheet 3 for options)

**This is quote from direct travel on 2/26

## Table 3: Cost per non pilot

<table>
<thead>
<tr>
<th>Name</th>
<th>Cost</th>
<th>People</th>
<th>Total PP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>$980.54</td>
<td>8.00</td>
<td>$122.57</td>
</tr>
<tr>
<td>Rental Van</td>
<td>$162.90</td>
<td>8.00</td>
<td>$20.36</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$116.86</td>
<td>8.00</td>
<td>$14.61</td>
</tr>
<tr>
<td>Fuel</td>
<td>$69.29</td>
<td>8.00</td>
<td>$8.66</td>
</tr>
<tr>
<td>NIFA Fees</td>
<td>$288.00</td>
<td>8.00</td>
<td>$36.00</td>
</tr>
</tbody>
</table>

Non Pilot Cost $202.20

Total Non Cost $1,011.00
Conflict of Interest Policy

This Conflict of Interest Policy is designed to help members of the Union Executive Board and Union Administrators of the Rensselaer Student Union identify situations that present potential conflicts of interest. It is meant to provide the Executive Board (E-Board or Board) and its committees with a procedure that, if observed, allows the Rensselaer community to accept its decisions as valid and unbiased. A conflict of interest is defined as a competing loyalty that risks a compromise in professional judgement.

1. The following situations are conflicts of interests during financial, repercussive, and logistic discussions:
   a. Personal Interests
      i. A current or former membership held within the club or organization that is being discussed, as defined in the club’s most recently approved constitution.
         1. A former member is defined as someone who held current membership status at any point within the directly preceding academic semester.
         2. A former officer has a conflict of interest if the former officer held the position within the directly preceding academic year.
      ii. Membership will be monitored on CMS.
      iii. Conflicted members may ask for an exception at the discretion of ⅔ of the unconflicted members present.
      iv. This does not apply when the members of the club/organization are tasked by the Rensselaer Union Constitution with the budgeting and policymaking of that same club/organization.
      v. A display of intent to join the club or organization within the directly preceding academic semester. Notable examples include submitting an application, following the process defined in the club/organization’s constitution, participating in Greek recruitment, and/or attending a “try-out” session.
   b. Outside Interests
      i. A current or former membership held within a club or
organization, as defined in the Club’s most recently approved constitution, which may be directly impacted by the decision made by the Executive Board.

c. Representing a club or organization as its Executive Board Representative is not considered a conflict of interest.

2. Procedures
   a. General Body Meetings of the Executive Board
      i. Prior to any discussion of a motion pertaining to a club or organization, any E-Board member who believes they have a conflict of interest should make it known to the rest of the board. This does not stop an E-Board member from providing insight, answering questions, and stating opinions.
      ii. Once a motion pertaining to the club or organization is read, including one not pertaining to finances, the Chair should ask all members with a conflict of interest to leave the room. This may be ruled unnecessary by a ¾ majority of the unconflicted members present.
         1. Any voting member who is asked to leave may challenge the ruling, without a second. A ¾ majority vote of unconflicted members must be reached to overturn the Chair’s decision.
         2. Any non-voting guest who is asked to leave may challenge the ruling. This objection must be seconded by a voting member of the Board. A ¾ majority vote of unconflicted members must be reached to overturn the Chair’s decision.
      iii. Failure to disclose a conflict of interest may be grounds for referral to the Judicial Board for disciplinary action.

   b. Formal Budgeting
      i. Prior to any discussion of a formal budget of a club or organization, any E-Board member who believes they have a conflict of interest should make it known to the rest of the budgeting group and leave the room until the entirety of the budget is reviewed.
      ii. Failure to disclose a conflict of interest may be grounds for referral.
to the Judicial Board for disciplinary action:

c. Administrative Staff

i. These policies also apply to Administrative Staff members who display a conflicting loyalty beyond their normal job function.

ii. The Chair may ask for the Staff member to leave the room during either General Body Meetings or Formal Budgeting.

   1. The ruling of the Chair may be challenged by any voting member without a second. A ¾ majority vote of unconflicted members of the Board must be reached to overturn the Chair’s decision.

   2. The ruling of the Chair may be challenged by any guest in the room. This objection must be seconded by a voting member of the Board. A ¾ majority vote of unconflicted members must be reached to overturn the Chair’s decision.

iii. Any voting member may motion, at any time, to have a guest leave the room. This motion must be seconded by a voting member of the Board. A ¾ majority vote of unconflicted members of the Board.
Motion # 1
Date: 3/22/18

I move that the Rensselaer Union Executive Board  
reallocate $500 from Goal B Program 1 Line 18 to UPAC Lights Reserves.  
reallocate $240 from Goal B Program 5 Line 27 to UPAC Lights Reserves.  
reallocate $85 from Goal A Program 2 Line 14 to UPAC Lights Reserves. Reallocations will come from the UPAC Lights FY18 budget.

So moved by:  

Ananya Murali  
Signature

Ananya Murali  
Printed Name

Seconded by:  

Cressa Williams  
Signature

Cressa Williams  
Printed Name

For  Against  Abstaining  

13 - 0 - 0

Motion: Passes/Fails
Motion # 2

Date: 03/22/2018

I move that the Rensselaer Union Executive Board reallocate $4,000 from Travel Contingencies to Flying Club Goal A, Program 3.

For	Against	Abstaining

13 - 0 - 0
I move that the Rensselaer Union Executive Board approve the "Conflict of Interest Policy" as attached.

So moved by:  

Anissa A. Choinière  
Signature

Seconded by:  

David Rasb  
Signature

For  Against  Abstaining

13  -  0  -  0

Motion: Passes/Fails