

Rensselaer Union
Executive Board

Attendance

4/27/17
Date

Matthew Rand, President of the Union

Matthew Rand

Rasika Ekhalikar, Vice President of the Union

Rasika Ekhalikar

CJ Markum, Graduate Rep

CJ Markum

Erica Lane, Class of 2018 Rep

Erica Lane

David Raab, Class of 2019 Rep

David Raab

Anissa Choinière, Class of 2020 Rep

Anissa N. Choinière

Ida Etemadi, Club/ICA Rep

Kay Sun, Club/ICA Rep

Kay Sun

Ciera Williams, Club/ICA Rep

Ciera Williams

Majken Rasumssen, Club/ICA Rep

Majken Rasumssen

Ananya Murali, Club/ICA Rep

Ananya Murali

Brookelyn Parslow, Club/ICA Rep

Brookelyn Parslow

Caitlin Kennedy, Member at Large

Caitlin Kennedy

Caroline Ringel, Member at Large

Caroline Ringel

Jared Segal, Member at Large

Jared Segal

Brian Mansaku, Member at Large

Brian Mansaku

Matthew Heimlich, UC Rep

Matthew Heimlich

_____, GC Rep

Joe Vensuto, Senate E-Board Liaison

Joe Vensuto

Jack Wellhofer, The Polytechnic

Jack Wellhofer

Rensselaer Union
Executive Board

Agenda
April 27th, 2017

1. Roll Call @ 8:00 PM
2. Welcome
3. Presentations
 - a. Training – 8:05 PM
 - b. Summer Student Activities Reallocation – 8:25 PM
 - c. Programming Board Chair Appointment – 8:45 PM
 - d. Sustainability Policy – 9:05 PM
 - e. Ad-hoc Committee Creation – 9:25 PM
 - f. WRPI Reallocation – 9:35 PM
4. Reports:
 - a. Director's Report
 - b. Senate Report
 - c. President's Report
 - d. Member Reports

Contingencies FY17 Beginning Balance \$32,500
Contingencies FY17 current balance \$18,278.65

Contingencies FY16 Beginning Balance \$27,528
Contingencies FY16 this week \$7,320.30

Rensselaer Union Executive Board Meeting Minutes April 27, 2017

Training for members:

How motions and voting happen, some expectations of the E-Board reps and E-Board

Summer Student Activities Reallocation

- Cameron presenting
- WelcomeFest Committee asked her to present
- Every year since school opened, freshmen march down the approach and are welcomed by the mayor, in 2004 became part of Troy Night Out and added entertainment, BBQ, etc
- Used to have UPAC Summer now does not exist: called Student Activities Summer
- Had money in that budget for carnival games, artists, etc but now that Troy Night Out is so big, the entertainers are not used to what they could be
- Last year was a disaster, \$3000 invest in entertainers and they were not utilized as much as they could be
- Now the date has changed and it is a Tuesday night; gonna have a BBQ and have things on campus. Not Troy Night Out anymore. FYE has money for a comic on that night and a few other things that will be occurring; want to do a firework show as a finale for everything. Put the comic in ECAV, have a few things going on and at the end of the show have fireworks on the rugby field.
- Would be a finale and start to the semester. You can sit on bleachers in Harkness field to see them. Rugby field is the only place this is safe enough to do
- Take \$1000 out of special events, fireworks are \$2500 minimum. All the roads around ECAV have to be closed off while they are shot off, other roads must be closed during set up
- Need security, Alonso Fireworks is the company; they do everything basically
- Reallocate money from Student activities summer to fireworks and money from SA special events to SA summer to cover any additional costs

Questions:

- Are there any number for potential costs for everything? \$3000 for fireworks and security will be around \$700, \$800. Leftover maybe glow in the dark cotton candy?
- Different than the previous years? Can be done on the river, but this would reach more people
- Would this be listed as sponsored by RU? Yes.
- Not the same budget as stuff from summer arch. Summer arch ends when summer school ends; this is NRB
- Would this deter from the ability to do events over the summer? No.
- \$8000 in Special Events for activities so leaves \$7000
- Must tell Nursing homes and hospitals when fireworks happen, they all get into it
- What roads would be blocked for five hours? Just two small ones. Only 15 minutes for all the surrounding roads blocked
- Will need security on Harkness field on the outer side

- Comes out of FY18 budget
- Will be special shuttles to bring freshmen back to campus and ECAV
- Can get a full schedule as soon as WelcomeFest Committee publishes it
- Possible to advertise it is sponsored by the Rensselaer Union? Yes, we can do posters, etc.

Motion 1: Reallocate \$3000 from FY 18 SA summer to a fireworks summer and \$1000 from FY 18 Special Events

Wording and Language?

Merits?

16-0-0

Motion passes!

P-Board Chair Appointment

- Andrew is back as re-elected as P-Board chair; must be confirmed as Chair by E-Board
- Involved in RPI TV, RSA, National Residence Hall Honorary, UPAC General
- Ensure success of programs assigned to them in their budget; create a subcommittee for After Darks, Assist individual committees with their programs, work with multicultural groups and other groups on campus, wants programming on campus to be flourishing
- Came to board last week, willing to talk with anyone who has concerns and answer any questions

Questions:

- Leadership experience: been a member of RSA, facilities chair of lights and worked with other two chairs of lights,
- Expand on involvement in RPI TV: attended two productions (big red freakout and Friday night game and 3 general body meetings)
- What you want to do with multicultural groups?
 - Important to bring their culture to the entire community; have them help us with our programming and help them with theirs
- Step down from any clubs because this is a big position?
 - Would take this as top priority, would not necessarily step down, prioritize P-Board
- Would you consider P-Board chair as managerial or partnership?
 - Partnership, one person cannot run everything and takes a lot of people to make programs successful
- UPAC members speaking:
 - Andrew showed active role in cinema, he stepped forward to show he was ready and willing to take on roles, had ideas for betterments of the clubs, shown same attitude towards other ideas he has. Would cause a big impact toward organization as a whole
 - Current chair: been involved in UPAC and P-Board. Main role of chair is to guide the committee and run the meetings, the important part is that someone is able to work with all of the members. Andrew has taken roles in many events.
- Willing to give committee report? Yes

UPAC Members please step out

Motion 2: confirm appointment of Andrew as P-Board chair

Merits?

- Andrew came last week and was denied; can someone address this?
 - After last week's meeting, the programming board had another election on Tuesday and chose to elect Andrew as their chair once again.
 - Conrad-last time, he abstained. He does know that some members of the previous board thought that his past leadership and communication was not up to par with what this position needs
- Knows Andrew personally, Andrew is very good at moving stuff along but does guide it towards the way he wants to go, can be very effective but will guide it to his way
- Impressed by his background, very wide variety of topics, was elected as the chair and the P-Board elected him again. They have an extreme amount of confidence in him, but understands the concerns
- Steph-voted no last week. His involvements have not necessarily been up to par with what she thinks P-Board should be. Worries about representation. UPAC Sound and Lights are very big, smaller UPACs might not be represented. Would be willing to sit down and talk about concerns; he's passionate about this position, showing willingness to learn
- Who votes for P-Board chair? Constituency of P-Board; around 16
- Chair of UPAC Cinema? No, sells concessions
- In this vote, 8 light members are on the P-Board. Large ones tend to get more of the push, worry the smaller will get lost
- Based on professional experience with him, has tendency to lead projects the way he wants and not the way others want to.
- Conrad-what does this confirmation from the board mean?
 - If P-Board has confidence in this person, then why do they need approval from us?
 - Has confirmation he will work well operationally, but what about organizationally?
 - Person must be confirmed because a standing committee of E-Board and all chairs must be confirmed by us
- 2/3 majority of the board must vote yes to confirm his appointment. 12 must vote yes of those present today.
- A lot being said about P-Board re-electing him, E-Board is the check and balance.
- What has changed between this week and last week? Not much.

1-5-8

Motion fails

"The PU appoints Rasika Ekhalikar as the interim P-Board chair until the P-Board can hold a re-election."

P-Board can vote Andrew again and come before the board again.

Cameron- Amy is the UPAC SARP and can work to ensure that one group does not dominate the entire P-Board. There has been some discussion about how the group works. Can feel they have good advising through their SARP.

Programming means creating events for campus community right? Yes.

UPAC Lights and Sound do not do programming, so why are they getting most of the votes?

Theoretically we could exclude Lights and Sound from the P-Board,

Kay- should make it so anyone can join P-Board and not have to be part of UPAC. Work to recruit more members on all committees. Does not think constant motion and failure of motion would help effectively.

Sustainability Policy

- Nancy and Justin (GM) presenting on sustainability policy which is being looked at by Institute
- Been doing more sustainability projects; a lot of other places have definitions of sustainability. Something to unify entire campus underneath this one goal; broke down into four different sections.
- Will be voting on Student Union portion because our name is referenced.
- Reached out to others involved to get their okay. This is more from a sentiment perspective and not binding in any way.

Questions:

- Reason why only Senate and E-Board are mentioned by name and not anyone else?
 - Only class councils only do class events
 - We represent interests of entire student body
- Make clear if Student Union vs. Rensselaer Union in the definition? Should be Rensselaer Union
- Will go back before the Senate to vote on again after all parts are approved
- Nancy will make a point to fix this!

Motion 3: Commit to promoting sustainable practices within the Rensselaer Union

No questions

16-0-0

Motion passes

Ad-Hoc Committee

- Erica presenting
- Policies has been doing policies and club operations, sunseting clubs, too much for one committee
- Start club operations committee (temporary), do all of those things from policies, approving constitutions, etc.
- Review applications for funding, administer the policies for club renewal and sunseting, helps keep track of active clubs and monitor clubs and give them the support they need
- Essentially splitting policies committee up

Questions:

- Justin recommends putting name of committee in motion (already done)

- Definition for an active club? Must attend activities fair, have updated member list, contact with E-Board rep and SARP for funded clubs
- All clubs must be registered once a year (from Institute) in order to remain a club
- General Council has asked Union to take a look at becoming centralized body on campus
- Once you're recognized must re-register every year. This week: issues came up on School of Engineering that we recognize but consider them in the SoE and they consider them part of Student Activities
- Must come up with a place for the recognized clubs; this committee would be a part of some of the convos with the rest of the campus because of risk and liability
- Currently temporary committee? Yes for now. Would like it to be a standing committee eventually.
- Classification falls under this committee and not policies? How? Just implementing the club classification policy that's already in place. Assigning clubs classifications
- Pros and cons to subcommittee under Policies? Policies will be solely for writing policies and this will implement them
 - This will give policies room to just do policies. Talked about subcommittee; would have to be seen by both groups if clubs wanted to become clubs. Gives policies more time as not being a subcommittee
- Is there any worry this will diminish membership of policies?
 - Not something she has thought about thoroughly; but in the past more people have been more policy focused but does not think it will diminish Policies. Hopes for more campus involvement
- Thoughts on recruiting non-executive board members?
 - As long as people are up to date on guidelines and policies. Start by reaching out to club officer list because this does affect all Rensselaer Union clubs. Hopefully will diminish start of similar clubs with more involvement
- Always more for Policies to do

Motion 4: Establish Club Operations Committee as temporary and follow guidelines outlined in the attached

16-0-0

Motion passes!

Motion 5: Approve Erica Lane as chair of Club Operations committee

Merits?

Try to get more members!

Wants to do this, has wanted to do this for a while

15-0-1

motion passes!

WRPI Reallocation

- WRPI needs to repair Sound Board, could take all summer. Wants to take the money out of budget and put it into their reserve account. Carries over into the next fiscal year so they can have a new board in the fall
- Original motion for this reallocation is attached and did pass.

- Be aware of when finances start and stop
- Any money not spent goes to Facilities Reserve

Motion 6: Reallocate \$6000 for control board repairs to reserve account

Wording or Language?

Merits?

16-0-0

Motion passes!

Committee Appointments

Motion 7: Approve Kay Sun as chair of bus ops

Wording or Language?

Merits?

What is Bus ops and what are your goals?

Works with all businesses within the RU and works with clubs on storage, room assignment, facility planning and space planning. Join!

14-0-2

Motion passes

Motion 8: Approve Anissa as chair of Policies

Wording or Language?

Merits?

What is Policies and what are your future goals?

Policies is in charge of writing all the policies the board follows and updating. Writing a conflict of interest policy and finish the budgeting guidelines

Are you willing to work with Bus Ops on Room Reservation policy and assigning offices in the Union? Yes

15-0-1

Motion passes

Motion 9: Approve Rasika as interim chair of the P-Board (because we have to vote on it)

Wording and Language?

Merits?

What if we don't pass this? Appoint another interim chair

15-0-1

Motion passes

MAP chair: map committee is likely going to be changing as a committee. Most likely going to have to be an electronic vote. Changes in accordance as defined in bylaws?

Keeping it afloat and advancing what they do.

Reports:

Motion 10: close the meeting. Ruled out of order

Senate:

E-Board appointments. Next meeting SLC is presenting revised version of Council center proposal; will hear Cyber citizenship policy because outdated

Member:

Motion 11: Thank Daniel Ruan with helping with the Publications Suite renovations
Dan is an architecture and super involved and has created all models and 3-D layouts for this.
Did a ton of work

16-0-0

Motion passes

Erica: Procedural Budgeting Guidelines next Wednesday (3) from 2-4 open session for people to come ask questions

Rasika: intermin P-board chair, Field day this Saturday. Spring fling, UPAC Cinema is showing Logan, comedy show. Move Erica is E-Board member of the week!!! Yay

15-1-0 motion passes!

Kay: Potential summer projects from bus ops. Reorganize club library, Annual survey,

Conrad: thank you for your attention to the Player's thing this week and go see Avenue Q. Dave
Ira stepped up big and got it all taken care of

Joe-UAR chair. Get in contact with him

Anissa- please join policies!

President:

Will be sending out list of all club breakdowns and respond with top three pics so you can reach out to them soonish. Started side project with Dean Drescher (?) and Kelly Tibble. Idea to bring food trucks to campus in fall and want to make it happen, working on this now. Presentation to the board of trustees during senior week, talking about big goals, what happened this year, if have anything specific please let Matt know.

Motion 12: Close the meeting

Unanimously passes

Motion 13: Invite Cameron and Steve to the meeting

Unanimously passes

Motion 14: open meeting

Passes

Meeting adjourned and there is cake



Rensselaer Union Executive Board Special Rules of Order

AUTHORITY

In accordance with Article V, Section 7 of the Executive Board Bylaws, the President has determined that special rules order are necessary; the Executive Board hereby adopts the following special rules of order, which supersede any other rules of order in cases which these special rules of order apply.

Adopted June 2nd, 2015

11-0-0

Amended September 20th, 2015

15-0-0

FISCAL POLICY

When questions of fiscal policy come before the Executive Board, it is necessary for the Board to have modified rules of order. As fiscal policy decisions often come before the Board in the form of a proposal from a Union organization or other student organization, the Board requires a more open discussion than that of the standard in parliamentary procedure. At the discretion of the President, the Executive Board shall use the following rules of order during debate:

1. The President shall introduce the proposal and presenter(s), if appropriate.
2. The presenter(s) shall speak on the proposal, giving any relevant information and context.
3. After the presentation, the President shall open the floor for discussion on the proposal. During this time, the Board may clarify its understanding of the proposal by questioning the presenter(s). The President shall choose a method by which a Representative obtains the floor.
4. When the discussion has been exhausted, the President shall instruct the Representative responsible for the presenting organization to write a motion based on the previously formed consensus. This motion must then be seconded by another member of the Board.
5. The President shall read aloud the motion, and open the floor for discussion on how the motion is worded. If a Representative suggests changes to the motion, it may be amended by the author, with the consent of the second. After each change the President shall read aloud the motion and open discussion on how the motion is worded.
6. When discussion on the wording is exhausted, the President shall open discussion on the merits of the motion. Any amendments or changes to the motion at this time must receive a majority determined by a voice vote, unless a show of hands is requested by a Representative or deemed necessary by the President.
7. When discussion on the motion has been exhausted, the President will call for a formal vote to be taken. If more motions need to be made to address the proposal of the presenters, they will follow the same procedure as the first motion.



ELECTRONIC VOTING

In cases where the Executive Board must conduct business, but is unable to meet, the President may entertain a motion to be voted on by means of an electronic vote through a proxy meeting. An electronic vote shall not be held if one quarter of the Executive Board Representatives object. A Representative shall make a motion via e-mail sent to every Representative and the President or via the Executive Board Facebook group, so long that all Representatives and officers of the Executive Board are included in the Facebook group. This motion does not need a second. When authorizing an electronic vote the President must establish a voting period of at least 24 hours and not more than 7 days. Once this time period has been set, it cannot be altered. Quorum must be reached in the time period set by the President in order for an electronic vote to be valid and binding.

In the case of an e-mail vote, in order for a Representative's vote to be valid, his or her response e-mail must clearly indicate affirmative, negative, or abstention and be sent to the President and to all Executive Board Representatives. In the case of a Facebook vote the President shall determine a method that allows Representatives to clearly indicate their affirmative or negative vote or abstention from the vote that can be viewed by all other Representatives.

The President may use another medium for an electronic vote with the approval of the Vice President and Policies Committee Chair so long as the method meets the requirements placed on email and Facebook voting set forth previously in these rules of order.

The discussion thread of any electronic medium where the motion in question was discussed shall constitute the minutes of the meeting. These discussion threads shall be made public as minutes by the Secretary with the omission of any private or personal information such as but not limited to email address, phone number, place of residence, employment status, etc.

Rensselaer Union Executive Board Expectations

As an Executive Board member you are expected to:

1. Be present and on time for every Executive Board meeting unless excused absence is obtained from the President at least 24 hours before the meeting;
2. Treat all guests and fellow Executive Board members with respect;
3. Be prepared for meetings by reading all provided material in order to make informed decisions during that meeting;
4. Actively prepare for and contribute to meetings to ensure that the Union spends students' money responsibly and effectively;
5. Attend all Executive Board budgeting sessions;
6. Attend all assigned committee meetings as it is extremely important that Executive Board members contribute to committee decisions;
7. Attend all additional Executive Board events, representing the Union in a positive and encouraging communication with the Board;
8. Be available for your assigned clubs and organizations including responding to emails in a timely manner (2 days) and relaying potential issues to the President of the Union;
9. Meet regularly with appropriate SARPs to discuss issues and/or upcoming events;
10. Ensure that all assigned organizations submit a budget on time;
11. Be familiar with the Executive Board Bylaws and the Rensselaer Union Constitution to understand the purpose of the Executive Board and the Union; and
12. Act professionally and represent the Union at all times, especially when communicating as an Executive Board Member.

Rensselaer Union
Executive Board

Motion # 1

Date: 4/27/17

I move that the Rensselaer Union Executive Board reallocate ~~the~~ ^{FY18 SAL ANU} \$3,000
from ^{FY18 SAL ANU} Student Activities Summer, Goal B, Program
2 to a fireworks show instead of roving
artists and reallocate ^{FY18 SAL ANU} \$1,000 from ^{FY18 SAL ANU} Student
Activities Special Events, Goal A, Program 1
for additional costs to present this show.

So moved by:

Erica A. Lane

Signature

Erica Lane

Printed Name

Seconded by:

Anissa Noëlle Choinière

Signature

Anissa Noëlle Choinière

Printed Name

For Against Abstaining

16 - 0 - 0

Motion: Passes/Fails

Student Activities
 CLUB Summer 4/24/17
Camden McLean ACCOUNT NUMBER 302621 4328413 DATE SUBMITTED 4/24/17
Camden McLean PRESENTER Summer PHONE NUMBER / EMAIL 8550
 HEAD CLUB OFFICER PRESENTER

No. of Members RPI Students: _____ Dues/person/yr.: \$ _____
 Faculty/Staff: _____ \$ _____
 Community: _____ \$ _____

Present Rensselaer Union Subsidy: \$ 19650-

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

Item/Service	EXPENSE	INCOME
1. <u>welcome part entertain</u>	\$ <u>3000-</u>	<u>from UPAC Summer</u>
2. <u>spec events</u>	\$ <u>1000-</u>	<u>Spec. Events</u>
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____
Total \$ <u>9000-</u>		Total \$ _____
Additional Subsidy Request Total \$ <u>0</u>		(Expense less Income)

JUSTIFICATION & EXPLANATION:

Has this been requested before? No
 (for example: at budgeting or prior E-Board 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.)
- d. Up to date Banner printout (available through SARP)

Reviewed by Mike V DATE 4/24/17
 Executive Board Representative
 Reviewed by Harley DATE 4/24/17
 Rensselaer Union Finance Coordinator
 Reviewed by _____ DATE _____
 Rensselaer Union SARP

COMMENTS by Rensselaer Union SARP
Reallocation of funds for new program

COMMENTS by E-Board Representative

Approved Reserves
 Not Approved Contingency

To: The Union Executive Board

From: Cameron McLean, Director of Student Activities

Date: April 24, 2017

RE: Reallocation of Summer NRB money

Traditionally, the Rensselaer Union participates in Welcome Fest during NRB. For several years, we have provided carnival games or roving entertainment downtown for the Freshmen to enjoy.

Last year, we hired 3 roving artists to perform at the Troy Waterfront park from 6-8pm. Once the picnic is complete, the freshmen begin to move about. Since it was a Troy Night Out evening, the students left the park area and went into town. No one was left in the park to see the roving artists. I had each artist move their belongings to Monument square.

The Welcome Fest committee has begun to meet to discuss the program for this year. The night will be Tuesday, August 29th. This is due to the change in the calendar. It is not a Troy Night out and there are more activities being planned on campus following the picnic so the need for roving artists is not needed there. We considered locating them on campus but with the number of other events, maximizing their talents would be difficult.

There will be a comedy show as one of the last events of the night. I thought a finale to the NRB events might be more fun. I would like to have a fireworks show from the ECAV rugby field to end the evening.

We know that with the change of calendar, many returning students will already be in town. We know that hockey line will most likely have begun. If the comedy show was held in the stadium or the area at ECAV, upwards of 1700 hundred students may be on site, both new and old students. A fireworks show would be a nice finale to the NRB events and a great way to kick off the semester, welcoming all students back. We might even create a meet the Teams (football, hockey, etc.) event out of it and consider it a pep rally for the upcoming season.

I would like to reallocate funds from Student Activities Summer, Goal B, Program 2 (\$3000) to a fireworks show instead of roving artists. Additionally, I would like to reallocate \$1000 from Student Activities Special Events, Goal A, Program 1 for the additional costs such as security, E&SS cleanup, and any other necessary costs to present this show. This is a total of \$4000 for the program.

Thank you for your consideration.
Cameron

Rensselaer Union
Executive Board

Motion # 2

Date: 4/27/17

I move that the Rensselaer Union Executive Board confirm the
appointment of Andrew Kiselik as the
chair of the Union Programs and Activities
Committee.

So moved by:

Erica A Lane

Signature

Erica Lane

Printed Name

Seconded by:

Anissa N. Choinière

Signature

Anissa N. Choinière

Printed Name

For Against Abstaining

1 - 5 - 8

Motion: Passes ~~Fails~~