# EXECUTIVE BOARD PROPOSAL COVERSHEET

**Players**

**CLUB**

**3204 3**

**ACCOUNT NUMBER**

**HEAD CLUB OFFICER**

**3r04 Johns**

**DATE SUBMITTED**

**Present Rensselaer Union Subsidy:**

<table>
<thead>
<tr>
<th>No. of Members</th>
<th>RPI Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Community:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dues/person/yr.: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

**PHONE NUMBER / EMAIL**

**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. Choreographer's Salary</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>2.</td>
<td>$</td>
<td>$</td>
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<td>3.</td>
<td>$</td>
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<td>4.</td>
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<td>5.</td>
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</tr>
</tbody>
</table>

**Total $ 900.00 Total $**

**Additional Subsidy Request Total $**

**(Expense less Income)**

**JUSTIFICATION & EXPLANATION:**

Has this been requested before?

(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

**DATE**

Reviewed by

**DATE**

Reviewed by

**DATE**

**COMMENTS by Rensselaer Union SARP**

**COMMENTS by E-Board Representative**

☐ Approved  ☐ Reserves  ☐ Not Approved ☐ Contingency

[Direct link to union.rpi.edu/club-finance]
Dear Rensselaer Union Executive Board,

We would like to request $900 for Goal C, Program 2, Line 222, which is the budget to pay a choreographer for the spring musical for the RPI Players. We would use this money to hire a choreographer for the spring musical *A Little Night Music*.

The choreographer from the Spring 2017 musical, *Avenue Q*, was to be paid $900 for her work out of the Players’ 2016-2017 budget. She did not correctly submit her paperwork until after the fiscal year had ended. Human Resources paid her in late September of 2017. The money they paid her with came out of the line for this year’s choreographer, leaving the club no money to hire a choreographer for *A Little Night Music*. We did not know this occurred until it showed up in CMS in October. We are opening the call for this year’s choreographer and require money by April of 2018 to pay them.

This has no impact on future budgets.

Thank you for your consideration of our proposal.

Sincerely,

Bryan Johns
President, 88th Season

Anastasia Feraco
Business Manager, 88th Season
EXECUTIVE BOARD PROPOSAL COVERSHEET

CLUB: Players
ACCOUNT NUMBER: 30.40
DATE SUBMITTED: 1/11/

HEAD CLUB OFFICER: Bryan Johns
PRESENTER: A
PHONE NUMBER / EMAIL:

No. of Members
RPI Students: 121
Faculty/Staff: 
Community: 

Dues/person/yr.: $__________
Dues/person/yr.: $__________
Dues/person/yr.: $__________

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>1.</td>
<td>$</td>
<td>$</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Total: $__________  Total: $__________

Additional Subsidy Request Total: $__________

(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)

Reviewed by Executive Board Representative:
DATE: __________
Reviewed by Rensselaer Union Finance Coordinator:
DATE: __________
Reviewed by Rensselaer Union SARP:
DATE: __________

COMMENTS by Rensselaer Union SARP

COMMENTS by -B and Representative

☐ Approved  ☐ Reserves
☐ Not Approved  ☐ Contingency

Form available for download at union.rpi.edu/club-finance
Dear Rensselaer Union Executive Board,

We would like to request your permission to use Tix for our ticketing and reservation system.

The RPI Players currently operates with a club theater with no reliable ticket software. The software currently running is homemade and breaks if more than 30 tickets are printed, resulting in our box office having to use unprofessional sticky notes as “tickets”. Our online system to reserve seats is also defunct and we are only able to take reservations over the phone. Reservations are an important way to motivate larger audiences. As all of us are students this can be quite hard to coordinate. The past few years we have tried to fix our ticket software and reservation system to no avail. Additionally, every show cycle, we have to turn away countless patrons due to our inability to process credit card payments.

All of these problems can be addressed through one company and solution. Tix is a company that provides all of these services for a low rate per ticket processed. All liability for credit card purchases, and PCI compliance are taken by Tix so that no students or the Union are under any liability. Credit cards never would never touch an RPI student, server, or the Union, instead a check would be mailed to the union by Tix. The institute has even used this company before; EMPAC, while it was first getting off the ground, used Tix to manage their box office. Tix also requires no contracts to be signed and no long term commitment, which means that if the Institute decides to go to a single ticket management system in the near or distant future, changeover will be as simple as sending one email. In order for the Players to receive all these benefits we would have to raise our prices slightly as Tix charges per ticket processed. We would raise tickets by $1 for in person sales at our box office and would raise prices by $2 for online transactions due to the fees associated with Tix processing credit cards. We hope you will consider this as a way to bring our theater box office out of the dark ages and a way to expand our audience and overall ticket sales.

Thank you for your consideration of our proposal.

Sincerely,

Bryan Johns  
President, 88th Season

Anastasia Feraco  
Business Manager, 88th Season

Samantha Jensen  
Secretary-Historian, 88th Season
EXECUTIVE BOARD PROPOSAL COVERSHEET

CLUB

ACCOUNT NUMBER

DATE SUBMITTED

HEAD CLUB OFFICER

PRESENTER

No. of Members
RPI Students: 24
Faculty/Staff: 
Community: 

Dues/person/yr.: $ 
$ 
$ 

Present Rensselaer Union Subsidy: $29,746.00

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>
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</thead>
<tbody>
<tr>
<td>1. Wages</td>
<td>$0</td>
<td>$</td>
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<tr>
<td>2.</td>
<td>$</td>
<td>$</td>
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<td>3.</td>
<td>$</td>
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<tr>
<td>4.</td>
<td>$</td>
<td>$</td>
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<tr>
<td>5.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Total $0 Total $ 

(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 Anamim Murali
Executive Board Representative

Reviewed by
Rensselaer Union Finance Coordinator

Reviewed by
Rensselaer Union SARP

COMMENTS by Rensselaer Union SARP

Overtime not approved beyond 8 hrs./day

COMMENTS by E-Board Representative

☐ Approved ☐ Reserves
☐ Not Approved ☐ Contingency

Form available for download at union.spi.edu/club-finance
UPAC Cinema Executive Board proposal: Change of Projectionist Wages

UPAC Cinema currently pay technicians an hourly rate of $10.40/hour. We would like to raise this to $12.50/hour for the next fiscal year due to the change in New York State Law regarding minimum wage.

Currently, the minimum wage is $10.40, but it will go up $0.70 every year until the end of 2020 when it reaches $12.50. After this time, the hourly rate will increase to $15.00 eventually, but the exact timing of that change has not yet been decided. The following chart published by the New York State Department of Labor shows the exact trend of minimum wage over the next 4 years:

Upcoming Minimum Wage Increases

The Minimum Wage rates are scheduled to increase each year on 12/31 until they reach $15.00 per hour. Employers must post a Minimum Wage Information poster in their establishment.

<table>
<thead>
<tr>
<th>Location</th>
<th>12/31/18</th>
<th>12/31/17</th>
<th>12/31/18</th>
<th>12/31/19</th>
<th>12/31/20</th>
<th>2021*</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYC - Big Employers (of 1 or more)</td>
<td>$11.00</td>
<td>$13.00</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NYC - Small Employers (10 or less)</td>
<td>$10.50</td>
<td>$12.00</td>
<td>$13.50</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Island &amp; Westchester</td>
<td>$10.00</td>
<td>$11.00</td>
<td>$12.00</td>
<td>$13.00</td>
<td>$14.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Greater New York State</td>
<td>$9.70</td>
<td>$10.40</td>
<td>$11.10</td>
<td>$11.60</td>
<td>$12.50</td>
<td></td>
</tr>
</tbody>
</table>

General Minimum Wage Rate Schedule

* Annual increases for the rest of the state will continue until the rate reaches $15 minimum wage (and $10 tipped wage). Starting 2021, the annual increases will be published by the Commissioner of Labor on or before October 1. They will be based on percentage increases determined by the Director of the Division of Budget, based on economic indices, including the Consumer Price Index.

By the end of the next fiscal year, the minimum wage will go up to $11.10, so the current pay rate for UPAC Cinema Projectionists must be raised to at least that amount for the next budgeting period. However, only raising it by the minimum amount will require changing it consistently over the next 3 years. To simplify this process, the Chairperson of UPAC Cinema have proposed raising the hourly pay rate directly to $12.50/hour for next year, such that the following budgeting and pay rate change will not need to occur until fiscal year 2020.

UPAC Lights and Sound previously came to the E-board last year with the same proposal however UPAC Cinema was unaware that this need to go before the E-board at the time and would like to keep wages consistent across all of UPAC. All Projectionists are trained and certified by Cinema before they are cleared to work shows. Due to the technical nature of the work and the training required, we believe that Projectionists should be paid above minimum wage.
EXECUTIVE BOARD PROPOSAL COVERSHEET

CLUB: VPAC Lights
ACCOUNT NUMBER: 302423
DATE SUBMITTED: 11/15/77

HEAD CLUB OFFICER: Austin Hardy
PRESENTER: Austin
PHONE NUMBER / EMAIL: (480) 266-9718

No. of Members
RPI Students: 51
Faculty/Staff: 2
Community: 0

Dues/person/yr.: $ __________
$ __________

Present Rensselaer Union Subsidy: $ 11,809

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.</td>
<td>$ N/A</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>$</td>
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<td>3.</td>
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<td>4.</td>
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<td>$</td>
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<tr>
<td>5.</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total: $ __________  Total: $ __________

Additional Subsidy Request Total: $ __________

(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,

Reviewed by: [Signature]  DATE: 11/17/77
Reviewed by: [Signature]  DATE: 11/17/77
Reviewed by: [Signature]  DATE: 11/17/77

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
As of the most recent fiscal year, HR has required the UPAC organizations to have all trainees on payroll. We estimate this expense to be between $2000 and $4000. The expense is determined entirely by the number of new trainees, which varies a great deal from year to year. Two options have been discussed for where this money can come from: club budgets, or student employment. UPAC Lights, UPAC Sound, and UPAC Cinema would like this money to come from student employment instead of club budgets. The reasons provided are listed below:

- The number of trainees varies from year to year, which makes budgeting for this difficult.
- This expense is from training student employees, not a club operating expense.
- The current budget balances technician wages with income from contracting organizations, this will not be the case if trainee wages goes through club budgets.
- Adding this number to club budgets artificially inflates the budget total.
- Having two line items for student employment (one for standard technicians, one for trainees) may cause confusion.

-Austin Hardy
# EXECUTIVE BOARD PROPOSAL COVERSHEET

**VPAE Sound**

**CLUB**

Anna Stephenson

**HEAD CLUB OFFICER**

Jamie Baron

**PRESENTER**

**ACCOUNT NUMBER**

302422

**DATE SUBMITTED**

11/15/17

**PHONE NUMBER / EMAIL**

baronj3@rpi.edu

---

**No. of Members**
- RPI Students: 52
- Faculty/Staff: 1
- Community: 0

**Dues/person/yr.**
- $ 

**Present Rensselaer Union Subsidy:** 12,878

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**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. N/A</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>5.</td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

**Total** $ 

**Additional Subsidy Request Total** $ 

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**JUSTIFICATION & EXPLANATION:**

Has this been requested before? NO

(for example: at budgeting or prior EBoard meeting)

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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
- Rensselaer Union Finance Coordinator
- Rensselaer Union SARP

**DATE**

11/15/17

---

**COMMENTS** by Rensselaer Union SARP

---

**Form available for download at union.rpi.edu/club-finance**
Reasoning for Placing Trainees In Student Employment Fund:

- Training is required to become a technician

- It is required by federal law to pay for required training:

Lectures, Meetings and Training Programs: Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed. (*U.S Department of Labor Fact Sheet #22: Hours Worked Under the Fair Labor Standards Act [FLSA]*)

- If trainee pay is put into UPAC Sound's Budget and is an expense that cannot be cut, our budget may be cut in other important areas such as equipment purchases and repairs

- Technician Pay should remain in our budget as we are paid per show and income is transferred from other clubs.
Rensselaer Union
Executive Board

Motion # 1

Date: November 16, 2017

I move that the Rensselaer Union Executive Board approve coding & community as a
Rensselaer Union Affiliated club.

So moved by: 

Erica A. Lane
Signature

Seconded by: 

Caroline Ringel
Signature

For  Against  Abstaining
17 - 0 - 0

Erica A. Lane
Printed Name

Caroline Ringel
Printed Name

Motion: Passes/Fails
Rensselaer Union
Executive Board

Motion # 9

Date: 1/11/17

I move that the Rensselaer Union Executive Board reallocate $2,000 from Goal A, Program 3, Line S57 of the Playhouse budget to Goal A, Program 2 Line S57.

So moved by: 

[Signature]

Rasika Ekhard
Printed Name

Seconded by: 

[Signature]

Gesa Williams
Printed Name

For     Against    Abstaining

16 - 0 - 1

Motion: Passes/Fails
Rensselaer Union
Executive Board

Motion # 10
Date: 11/14/17

I move that the Rensselaer Union Executive Board reallocate $900 from club contingencies in the Players' Budget Goal 5, Program 2 Line 232 for the choreographer for the spring musical.

So moved by:

[Signature]

Printed Name: Rasika Z. Khalika

Seconded by:

[Signature]

Printed Name: Ananya Murali

For Against Abstaining

Motion: Passes/Fails

[Out of Order]
Rensselaer Union
Executive Board

Motion #11

Date: 11/16/17

I move that the Rensselaer Union Executive Board allow the player to overspend Goal C Program by $900.

So moved by:

[Signature]

Seconded by:

[Signature]

Printed Name

For Against Abstaining

13 3 1

Motion: Passes/Fails
Rensselaer Union
Executive Board

Motion # 12

Date: 11/14/17

I move that the Rensselaer Union Executive Board approve RPI Player’s use of Tix, pending approval at procurement and O
c. (Co.

So moved by: 

Signature

Seconded by: 

Signature

For Against Abstaining
14 - 0 - 3

Motion: Passes/Fails

Pasike Ekhalike
Printed Name

Cierra Williams
Printed Name
Rensselaer Union
Executive Board

Motion # 13
Date: 11/10/17

I move that the Rensselaer Union Executive Board approve a wage increase from $10.40 per hour to $12.60 per hour for UPAC Cinema Projectionists beginning in FY19.

So moved by:

Ananya Murali
Signature

Seconded by:

Ciera Williams
Signature

For Against Abstaining

2 - 0 - 5
Motion #14
Date: 11-16-17

I move that the Rensselaer Union Executive Board allow UPAC Lights, Sound, and Cinema to utilize the Student Employment Fund to pay their trainers at the current minimum wage provided that the number of trainees and length of training does not unreasonably exceed historical trends.

So moved by:

Signature

Seconded by:

Signature

For Against Abstaining

12 - 0 - 5

Christopher Maria

Erica Alane

Motion: Passes/Fails
Rensselaer Union
Executive Board

Motion # 15

Date: 11/14/17

I move that the Rensselaer Union Executive Board approve a wage increase from $10.40 per hour to $12.50 per hour for UPAT Cinema Projectionists began beginning January 2018.

So moved by:

Ananya Murali

Signature

Seconded by:

Signature

For Against Abstaining

17 - 0 - 0
Rensselaer Union
Executive Board

Motion #: 21

Date: 11/16/17

I move that the Rensselaer Union Executive Board approve the Executive Search Committees recommended candidate for the position Assistant Director of Student Activities pending the approval from Human Resources and the Division of Student Life.

So moved by:

[Signature]

Rasika Ekhadikar
Printed Name

Seconded by:

[Signature]

Ciera Williams
Printed Name

For Against Abstaining

16 - 0 - 0

Motion Passes/Fails