

### EXECUTIVE BOARD PROPOSAL COVERSHEET

Players  
CLUB

302040 3137  
ACCOUNT NUMBER

11/14/17  
DATE SUBMITTED

Bryan Johns  
HEAD CLUB OFFICER

Anastasia Feraco  
PRESENTER

603.732.7439/feraca@rpi.edu  
PHONE NUMBER / EMAIL

No. of Members      RPI Students: 121      Dues/person/yr.: \$ \_\_\_\_\_  
Faculty/Staff: \_\_\_\_\_      \$ \_\_\_\_\_  
Community: 77      \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ \_\_\_\_\_

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

| Item/Service  | EXPENSE          | INCOME            |
|---|------------------|-------------------|
| 1. <u>Choreographer's Salary</u>  | \$ <u>900.00</u> | 1. _____ \$ _____ |
| 2. _____  | \$ _____         | 2. _____ \$ _____ |
| 3. _____  | \$ _____         | 3. _____ \$ _____ |
| 4. _____  | \$ _____         | 4. _____ \$ _____ |
| 5. _____  | \$ _____         | 5. _____ \$ _____ |
| Total \$ <u>900.00</u>  |                  | Total \$ _____    |
| Additional Subsidy Request Total \$ _____<br><i>(Expense less Income)</i> |                  |                   |

**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 Ron E. Thalir      DATE 11/14/17  
Executive Board Representative

Reviewed by Maia Francone      DATE 11/14/17  
Rensselaer Union Finance Coordinator

Reviewed by Maia Francone      DATE 11/14/17  
Rensselaer Union SARP

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

- Approved       Reserves
- Not Approved       Contingency



November 14, 2017

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, 88<sup>th</sup> Season

Anastasia Feraco  
Business Manager, 88<sup>th</sup> Season

### EXECUTIVE BOARD PROPOSAL COVERSHEET

Players 302040 3137 11/14/17  
**CLUB** **ACCOUNT NUMBER** **DATE SUBMITTED**  
Bryan Johns Anastasia Teraco 603.732.7439/teraca@rpi.edu  
**HEAD CLUB OFFICER** **PRESENTER** **PHONE NUMBER / EMAIL**

No. of Members \_\_\_\_\_ RPI Students: 121 Dues/person/yr.: \$ \_\_\_\_\_  
 Faculty/Staff: \_\_\_\_\_ \$ \_\_\_\_\_  
 Community: \_\_\_\_\_ \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ \_\_\_\_\_

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

| Item/Service                              | EXPENSE  | INCOME            |
|---|----------|-------------------|
| 1. _____                                  | \$ _____ | 1. _____ \$ _____ |
| 2. _____                                  | \$ _____ | 2. _____ \$ _____ |
| 3. _____                                  | \$ _____ | 3. _____ \$ _____ |
| 4. _____                                  | \$ _____ | 4. _____ \$ _____ |
| 5. _____                                  | \$ _____ | 5. _____ \$ _____ |
| Total \$ _____                            |          | Total \$ _____    |
| Additional Subsidy Request Total \$ _____ |          |                   |
| <i>(Expense less Income)</i>              |          |                   |

**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 [Signature] DATE 11/14/17  
 Executive Board Representative  
 Reviewed by [Signature] DATE 11/14/17  
 Rensselaer Union Finance Coordinator  
 Reviewed by [Signature] DATE 11/14/17  
 Rensselaer Union SARP

**COMMENTS** by Rensselaer Union SARP

**COMMENTS** by E-Board Representative

- Approved       Reserves  
 Not Approved       Contingency



November 14, 2017

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, 88<sup>th</sup> Season

Anastasia Feraco

Business Manager, 88<sup>th</sup> Season

Samantha Jensen

Secretary-Historian, 88<sup>th</sup> Season

### EXECUTIVE BOARD PROPOSAL COVERSHEET

VPAC Cinema  
CLUB

302410  
ACCOUNT NUMBER

11/15/17  
DATE SUBMITTED

Peter Stramb  
HEAD CLUB OFFICER

Peter Stramb  
PRESENTER

732-201-8523 / 5140000@rpi.edu  
PHONE NUMBER / EMAIL

No. of Members \_\_\_\_\_ RPI Students: 24 Dues/person/yr.: \$ \_\_\_\_\_  
Faculty/Staff: \_\_\_\_\_ \$ \_\_\_\_\_  
Community: \_\_\_\_\_ \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ 29,746.00

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

| Item/Service  | EXPENSE     | INCOME            |
|---|-------------|-------------------|
| 1. <u>Wages</u>   | \$ <u>0</u> | 1. _____ \$ _____ |
| 2. _____  | \$ _____    | 2. _____ \$ _____ |
| 3. _____  | \$ _____    | 3. _____ \$ _____ |
| 4. _____  | \$ _____    | 4. _____ \$ _____ |
| 5. _____  | \$ _____    | 5. _____ \$ _____ |
| Total \$ <u>0</u>   |             | Total \$ _____    |
| Additional Subsidy Request Total \$ <u>0</u><br>(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 Ananya Murali DATE 11/15/17  
 Executive Board Representative  
 Reviewed by Natasha Kelly DATE 11/15/17  
 Rensselaer Union Finance Coordinator  
 Reviewed by Maria Franer DATE 11/15/17  
 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



## 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.

| Location                            | 12/31/16 | 12/31/17 | 12/31/18 | 12/31/19 | 12/31/20 | 2021*   |
|-------------------------------------|----------|----------|----------|----------|----------|---------|
| NYC - Big Employers (of 11 or more) | \$11.00  | \$13.00  | \$15.00  |          |          |         |
| NYC - Small Employers (10 or less)  | \$10.50  | \$12.00  | \$13.50  | \$15.00  |          |         |
| Long Island & Westchester           | \$10.00  | \$11.00  | \$12.00  | \$13.00  | \$14.00  | \$15.00 |
| Greater New York State              | \$9.70   | \$10.40  | \$11.10  | \$11.80  | \$12.50  | *       |

#### 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

VPAC Lights  
CLUB

302423  
ACCOUNT NUMBER

11/15/17  
DATE SUBMITTED

Austin Hardy  
HEAD CLUB OFFICER

Austin Hardy  
PRESENTER

(480) 266-9718  
PHONE NUMBER / EMAIL

No. of Members \_\_\_\_\_ RPI Students: 51 Dues/person/yr.: \$ \_\_\_\_\_  
Faculty/Staff: 2 \$ \_\_\_\_\_  
Community: - \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ 11,809

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

| Item/Service  | EXPENSE  | INCOME            |
|---|----------|-------------------|
| 1. <u>N/A</u>   | \$ _____ | 1. _____ \$ _____ |
| 2. _____  | \$ _____ | 2. _____ \$ _____ |
| 3. _____  | \$ _____ | 3. _____ \$ _____ |
| 4. _____  | \$ _____ | 4. _____ \$ _____ |
| 5. _____  | \$ _____ | 5. _____ \$ _____ |
| Total \$ _____  |          | Total \$ _____    |
| Additional Subsidy Request Total \$ _____<br><i>(Expense less Income)</i> |          |                   |

**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 Chris Moran DATE 11/15/17  
Executive Board Representative

Reviewed by Marta Cullipati DATE 11/15/17  
Rensselaer Union Finance Coordinator

Reviewed by Cameron McLean DATE 11/15/17  
Rensselaer Union SARP

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

- Approved
- Reserves
- Not Approved
- Contingency



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



11/16  
Date discussed by the EBoard

### EXECUTIVE BOARD PROPOSAL COVERSHEET

VPAC Sound  
CLUB

302422  
ACCOUNT NUMBER

11/15/17  
DATE SUBMITTED

Anna Stephenson  
HEAD CLUB OFFICER

Jamie Barone  
PRESENTER

baronj3@rp.edu  
PHONE NUMBER / EMAIL

No. of Members      RPI Students: 52      Dues/person/yr.: \$ \_\_\_\_\_  
Faculty/Staff: 1      \$ \_\_\_\_\_  
Community: 0      \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ 12,878

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

| Item/Service  | EXPENSE     | INCOME         |
|---|-------------|----------------|
| 1. <u>N/A</u>   | \$ <u>—</u> | 1. <u>—</u>    |
| 2. _____  | \$ _____    | 2. _____       |
| 3. _____  | \$ _____    | 3. _____       |
| 4. _____  | \$ _____    | 4. _____       |
| 5. _____  | \$ _____    | 5. _____       |
| Total \$ _____  |             | Total \$ _____ |
| Additional Subsidy Request Total \$ _____<br><i>(Expense less Income)</i> |             |                |

**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 [Signature] DATE 11/15/17  
 Executive Board Representative

Reviewed by [Signature] DATE 11/15/17  
 Rensselaer Union Finance Coordinator

Reviewed by [Signature] DATE 11/15/17  
 Rensselaer Union SARP

**COMMENTS by Rensselaer Union SARP**

**COMMENTS by E-Board Representative**

Trainers can potentially be paid minimum wage however this will require updating next year as the minimum increases

- Approved       Reserves
- Not Approved       Contingency

**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

Erica A Lane  
Printed Name

Seconded by:

Caroline Ringel  
Signature

Caroline Ringel  
Printed Name

For    Against    Abstaining

17 - 0 - 0

Motion: Passes / Fails

Rensselaer Union  
Executive Board

Motion # 9

Date: 11/16/17

I move that the Rensselaer Union Executive Board reallocate \$2,000  
from Goal A, Program 3, Line 557 of the  
Playhous budget to Goal A, Program 2 line  
557.

So moved by:

Rasika Ekhallkar  
Signature

Rasika Ekhallkar  
Printed Name

Seconded by:

Creer Williams  
Signature

Creer Williams  
Printed Name

For    Against    Abstaining

16 - 0 - 1

Motion: **Passes/Fails**

Rensselaer Union  
Executive Board

Motion # 10

Date: 11/16/17

Club Contingencies (RE)

I move that the Rensselaer Union Executive Board ~~reallocate \$900 from club contingencies to the players' Budget Goal C, Program 2 Line 222 for the choreographer for the spring musical.~~ reallocate \$900 from club contingencies to the players' Budget Goal C, Program 2 Line 222 for the choreographer for the spring musical.

So moved by:

[Signature]  
Signature

Kasika Zekhalika  
Printed Name

Seconded by:

[Signature]  
Signature

Ananya Murali  
Printed Name

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 players to  
re-spend Goal C, Program 2, Line 222 ~~for the~~  
~~over budget~~ by \$900

Moved by:

[Signature]  
Signature

Rashekan

Printed Name

Seconded by:

Ananya Murai  
Signature

Ananya Murai

Printed Name

For Against Abstaining

13 3 - 1

Motion: Passes/Fails

Rensselaer Union  
*Executive Board*

Motion # 12

Date: 11/10/17

I move that the Rensselaer Union Executive Board approve RPI  
Player's use of ~~the~~ Tix, pending approval  
of procurement and DatCFO.

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So moved by:

  
Signature

Rasika Ekhalika  
Printed Name

Seconded by:

  
Signature

Ciera Williams  
Printed Name

For    Against    Abstaining  
14   0     3

Motion: Passes ~~Fails~~

Rensselaer Union  
Executive Board

Motion # 13

Date: 11/16/17

I move that the Rensselaer Union Executive Board approve a wage increase  
from \$10.40 per hour to \$12.50 per hour for  
UPAC Cinema Projectionists beginning in FY19.

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So moved by:

Ananya Murali  
Signature

Ananya Murali  
Printed Name

Seconded by:

[Signature]  
Signature

Ciera Williams  
Printed Name

For    Against    Abstaining

Motion: Passes/Fails

2 - 0 - 5



Rensselaer Union  
Executive Board

Motion # 14

Date: 11-16-17

I move that the Rensselaer Union Executive Board  
allow VPAC Lights, Sound, and Cinema to utilize the  
Student Employment Fund to pay their trainees 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 Christopher Maria

Printed Name Christopher Maria

Seconded by: Erica Alan

Signature

Printed Name Erica Alan

For Against Abstaining

Motion: Passes/Fails

12 - 0 - 5

Rensselaer Union  
Executive Board

Motion # 15

Date: 11/16/17

I move that the Rensselaer Union Executive Board approve a wage increase  
from \$10.40 per hour to \$12.50 per hour <sup>Not overspending Goal E</sup>  
Cinema Projectionists ~~begin~~ beginning January <sup>for VPAC Program Line 282</sup>  
2018.

So moved by:

Ananya Murali  
Signature

Ananya Murali  
Printed Name

Seconded by:

[Signature]  
Signature

Ciera Williams  
Printed Name

For    Against    Abstaining

17 - 0 - 0

Motion: Passes/Fails

Rensselaer Union  
*Executive Board*

Motion # ~~18~~ ~~20~~ 21

Date: ~~11/17/17~~ 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:

Rasika Ekhalikar  
Signature

Rasika Ekhalikar  
Printed Name

Seconded by:

Ciera Williams  
Signature

Ciera Williams  
Printed Name

For    Against    Abstaining

16 - 0    - 0

Motion: Passes/Fails