

# Executive Board

## Attendance

11/2/17

Date

- Matthew Rand, President of the Union
- Rasika Ekhalikar, Vice President of the Union
- CJ Markum, Graduate Rep
- Erica Lane, Class of 2018 Rep
- David Raab, Class of 2019 Rep
- Anissa Choiniere, Class of 2020 Rep
- Andrew Waltzer, Class of 2021 Rep
- Ida Etemadi, Club/ICA Rep
- Kay Sun, Club/ICA Rep
- Ciera Williams, Club/ICA Rep
- Majken Rasumssen, Club/ICA Rep
- Ananya Murali, Club/ICA Rep
- Brookelyn Parslow, Club/ICA Rep
- Caitlin Kennedy, Member at Large
- Caroline Ringel, Member at Large
- Jared Segal, Member at Large
- Brian Mansaku, Member at Large
- Christopher Maria, Member at Large
- Matthew Heimlich, UC Rep
- Ezra Teboul, GC Rep
- Joe Venusto, Senate E-Board Liaison
- Ryan Delaney, Club Financial Advisor
- Deepika Senthilnathan, Club Financial Advisor
- Cohen Davis, Club Financial Advisor

Matthew Rand

Rasika Ekhalikar

CJ Markum

David Raab

Andrew - 20

Ida Etemadi

Kay Sun

Ciera Williams

Ananya Murali

Brookelyn Parslow

Caitlin Kennedy

Caroline Ringel

Jared Segal

Brian Mansaku

Christopher Maria

Matthew Heimlich

Ezra Teboul

Joe Venusto

Ryan Delaney

Deepika Senthilnathan

Cohen Davis

James Person



Rensselaer Union Executive Board Meeting Minutes

November 2<sup>nd</sup>, 2017

Written by: Ida Etemadi

*MEETING BEGINS AT 8:10 PM*

**Committee of the Week**

Joe:

Chair of Union Annual Report (UAR)

Past couple of meetings we discussed the activity fee

Finalized the intro and the foreword

Erica condensed nine pages into a three-page snapshot

Thursdays 6:00pm SGS

We would like to have a final draft done by finals week

**Senate Report**

Joe:

We had no meeting this week

We went on the light walk around campus to see things we could fix

We had reports for 15 minutes and then went on our walk

**Director's Report**

Martha:

We have to do a quarter report and our first quarter forecast is beginning

We budget that we will be on target

Right now, I would budget a \$150,00 return

Steve:

I know some of you were involved in the search for the Assistant Director of Student Activities but we have no updates

Matt Rand:

The climbing wall in the '87 gym should be done and back in commission in the next week or so

**Dance Team**

Grace:

I am the treasurer of the dance team

We perform at basketball games and football games

We are going to nationals on the NDA circuit

We came in for new tops to wear to nationals

Louis:

I am the captain

It is a total of about \$1000 for our 15 members

If members damage uniforms at all, they must be paid for by themselves

We normally compete at UDA rather than NDA

Caitlin:

How long do uniforms usually last?

Louis:

A couple of years

We have some that have lasted between 5-10 years

Caitlin:

Why is there a dramatic price increase this year?

Louis:

We use a vendor who has a monopoly over the market and they keep increasing the cost and this year they increased the cost of the uniform

Steve:

Varsity has acquired several new competitors over the past two years and they keep buying their competitors

They bought BSN and they bought up Anaconda

Matt Rand:

Don't we have laws against that?

Steve:

Apparently not in the dance and cheerleading world

Jared:

How is this different than what was budgeted for?

Grace:

This is the second part of the uniform

Just the top

Caitlin:

Is this necessary to compete?

Grace:

We have an A line dress that is fitted, but this is the long sleeve that goes underneath the dress

Everyone wears it at nationals

Jared:

My sister has to buy like five costumes a year and it's super annoying

This is a great representation of RPI at nationals

*MOTION TO REALLOCATE \$1055.25 FROM FY18 CLUB CONTINGENCIES TO DANCE TEAM PASSES 16-0-0*

### **Alpha Delta Phi Society**

Andy:

I am the vice president

We came to see if we could have a dedicated space in the '87 gym

We would be able to have an open studio space and have our general body meetings

We currently have studio times and meetings in the union but we also need space to store materials and have weekly workshops because the union cannot always provide us with a studio space

Brookelyn:

How do people join?

Andy:

It works a lot like the average Greek process

Jared:

Since you are Greek, you are a little selective, so I wanted to know, are people who aren't affiliated going to have time to use the space?

Andy:

We would like to have designated open office hours and studio hours as well as open painting workshops

Kay:

How do you think it would benefit the entire campus?

Dan:

We have to go through the union to reserve a room and we are mainly in the Patroon Room and we always have people who intrude on our meeting

It would benefit the school to have an artistic space on the academic side of campus

We would occupy a space that is not in the union while contributing to the campus

Matt Heimlich:

How many students come to your events?

Andy:

It depends on how well it is advertised

It is usually between 3 and 20

Brookelyn:

How do you plan on circulating your office hours? Do you have a social media?

Andy:

We would poster and use the tv screens around campus

We do have a Facebook page

Steve:

Room 116 has two entrance doors

That building is not handicap accessible, but there isn't much in the room right now

If you have students with physical disabilities, the space is a draw back

Caitlin:

Who drew you towards the space and were there other spaces you looked at?

Andy:

The resident would know more about that

We tried to get a space in the J building and could not

The list in the union is very long

Kay:

They have been emailing Joe since the beginning of the summer

Matt Rand:

Their president emailed me back in last April, so this has been a very long process that has been thought out

Kay:

They would also be paying out of pocket to update the space

Brookelyn:

Do you have an RPI specific Facebook group?

Dan:

Yes

Caitlin:

Does anyone use the space right now?

Steve:

It is just an open square room that no one uses

Chris:

You are aware of the possible replacement of the '87 gym as an academic building down the line

Matt Rand:

That is probably along 10 years down the line

David:

It depends on if the Capitol campaign goes well

Matt Rand:

Are you registered with the Greek Dean's office?

Andy:

We are not fit for IFC at this time

We are union affiliated and have an academic advisor

Kay:

We met them yesterday in the BizOps meeting

They want to create an artsy space in the middle of campus and brings diversity

We were a little concerned about the building being old and not handicapped accessible

They have looked at all the available spaces and there is no second option, so I don't see a reason to not assign them a space

Another drawback is that it wouldn't be as accessible as another open space kind of studio

Caitlin:

I have some reservations about giving them this room, but if it isn't being used by anyone and won't be hurting anyone then we should just give it to them

Jared:

It's odd because it isn't a union room

That entire part of this is weird to me

If we are putting the union stamp onto this, then we should make sure they do extra community outreach

We would like it to be open on more hours than the current hours of the '87 gym

I would like to see them work to get people special card access

David:

This is similar to the APO office in the union because they also have private parts of their organization and another similar organization in RMA and you can still practice in their spaces

We could make it a condition to give people access while the building is open

Matt Heimlich:

Who else uses '87 gym space

Kay:

It is technically owned by athletics, but no one uses the room 116 that they are applying for

Steve:

There are many groups that use the '87 gym

It is used by juggling, kung fu, volleyball, martial arts, wrestling, the eco clubs, crew has an activity room, the intermurals go through that space from 7-11:30 every night

We staff it and have all of the activities in it

Matt Heimlich:

I'm against giving the space to them because they only have 15 members and only have 20 people coming in for their events

I don't think that ADP has made enough of an effort to reach out on campus

Right now, the space should be for someone else



I don't see their complaint for the Patroon room and I think its fine

Ciera:

I think it's odd that we are telling them to expand their membership without telling them how to do that

Who knows how many people are going to show up to the event

If we give them a space and they control the hours, then maybe they can have more organized event

I'm sure APO started out without a ton of members

CJ:

The ADP society is less than two years old

Knowing multiple members, these are the issues that they run into

They lug all of their supplies from their living spaces and onto campus

They would rotate chapter meetings through the union and last year they were rotating apartments

There is nothing else comparable to them on campus

If we give them this, then it will give them the chance to grow

As a previous student senator, this room was unused and we should do something else with it

This is a vacant space so let's give someone a chance to grow

Kay:

There is CS club that collaborates closely with the academic side of the campus and the eco community used the '87 gym too

I think it would bring a new dynamic onto campus

Brookelyn:

I personally love the idea of a space that isn't just students using art classes

I would like them to post their open hours as much as possible in as many places as possible

There are a lot of students who would be interested but just never know

Ida:

Room size similar to 3511, so more than 20 people in for an event would not be able to fit into the room

They can move out of the room if their organization expands too much, but for now, it is a suitable size for classes, general body meetings, and storage

Motion to close the queue

MOTION TO CLOSE THE QUE PASSES 14-0-1

Jared:

I'm amazed we haven't had anything like this so far

I think we should assign someone to work with them

I know the room is small and if they continue to grow, this space could be temporary and they could be established as an off campus Greek organization

I don't think the size is too much of a limiting factor

Ananya:

At the BizOps meeting, they said they have more than five large bins of art supplies and they always have to meet in different rooms

Having one secure space would help a lot with the publicity

Membership will be a slow process, but I think that it will pick up

Having a studio space would help people who want to do HASS things

Ezra:

Give them a space because is just sitting there

Give them someone to work with

Is there a handicap accessible space that could be used for something similar?

Matt Rand:

We looked into putting a ramp into the '87 gym

The second you start making one change to the building, you have to renovate the entire thing

I don't know about space in the Mueller or the armory

This was, to my knowledge, the best available space

Steve:

The Mueller Center class room would be a great space for this but too many clubs use the space

If they want to do a class weekly in the Mueller Center, to give students an artsy outlet, I would work with them to be able to hold something like this

Jared:

I think something should be included about having a resource person to help with the campus resources or an E-Board Rep to help out with them

We give our clubs E-Board Reps for a reason

Brookelyn:

I volunteer to work with them

*MOTION TO ASSIGN ROOM 116 IN 87 GYM WITH PENDING APPROVAL OF ATHLETICS TO ALPHA DELTA  
PHI PASSES 14-1-0*

### **CMS Training**

Matt Rand:

Contact your clubs and finish your budgets

While we are going through budgeting, make sure they update the membership lists

Martha:

I will get you a hand out that has the tags

During the Financial workshops, we gave out a handout with Foapal codes

Brookelyn:

Is it okay if we delete stuff if a club doesn't do programs for years?

Martha:

Usually you want to wait a year or two to keep the program as an idea, but if they aren't doing it after a few years it can be removed

Steve:

When it is left in the budget, you can zero out the cost and leave a note saying how many years it has not been done for

Matt Rand:

We keep goals in the order of importance

When it comes time to cut the budget, we need to separate what is necessary, what is needed, and what is nice

Most of the time will be spent in realizations with line items

We changed all of the food prices, now \$3.50 per person per semester

Hotel rooms up to \$125 in rural areas and \$175 in urban areas

Hotel rooms are one room for 2 people

Vans are \$165 for a weekend trip

Gas is 25 cents per mile and with receipts

Martha:

Receipts are usually cheaper

Matt Rand:

We can have this conversation at a different point

### **President's Report**

Matt Rand:

Ribbon cutting is Friday at 3:00pm on November 10<sup>th</sup>

Needs to be changed and different than the posters saying Wednesday

We will be escorting people from the McNeil room to the veteran's lounge

DotU interviews are Tuesday and Friday next week 4:00pm

Business professional attire

Saturday, interview committee will be finalizing the questions

Everyone must sign the confidentiality agreement in order to participate

Dr. Jackson had a town hall meeting today and I recorded them if anyone would like to hear

It is also up on Reddit by RPITV

Interviews for Assistant Director for Student Activities are done and hopefully a candidate will be proposed next week

Dean Apgar is working with HR to open up a new position to fill Rafael's position

### **Member Reports**

Brookelyn:

Who should we go to if Rafael is our SARP?

Matt Rand:

Go to Cameron or myself

Ida:

Don't forget to contact Maria in the Admin office if your clubs are interested in working with professional photographers, getting headshots, or graphic designers at events because we have them in the Union, so they don't have to come out of club budget

Jared:

Kay brought food to the BizOps meeting this week



**Agenda**  
November 2<sup>nd</sup>, 2017

1. Roll Call @ 8:00 PM
2. Welcome
3. Presentations
  - a. Dance Team – 8:05 PM
  - b. Pep Band – 8:25 PM
  - c. Alpha Delta Phi Society – 8:45 PM
  - d. CMS Budget tutorial – 9:05 PM
4. Reports:
  - a. Committee of the Week – UAR
    - i. Next Week – SGCC
  - b. Director’s Report
  - c. Senate Report
  - d. President’s Report
    - i. One-on-one Meetings
    - ii. Ribbon Cutting Ceremony for Veteran’s Lounge
    - iii. DotU Interviews
    - iv. Positions within the Admin Office
  - e. Member Reports

Contingencies FY18 Beginning Balance \$32,500  
Contingencies FY18 current balance \$26,842.75

Contingencies FY17 Beginning Balance \$32,500  
Contingencies FY17 this week \$26,010.65

# EXECUTIVE BOARD PROPOSAL COVERSHEET

Dance Team

302 187

10-30-17

UB

ACCOUNT NUMBER

DATE SUBMITTED

Louis Caponi  
Kenna Klass

Grace Gionta

(845)392-5410 giontg@rpi.edu

HEAD CLUB OFFICER

PRESENTER

PHONE NUMBER / EMAIL

No. of Members      RPI Students: 15      Dues/person/yr.: \$ 350.00  
 Faculty/Staff: 2-coaches      \$ \_\_\_\_\_  
 Community: \_\_\_\_\_      \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ 10791.00

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

Item/Service	EXPENSE	INCOME
1. <u>Uniform tops</u>	\$ <u>1055.25</u>	1. _____ \$ _____
2. _____	\$ _____	2. _____ \$ _____
3. _____	\$ _____	3. _____ \$ _____
4. _____	\$ _____	4. _____ \$ _____
5. _____	\$ _____	5. _____ \$ _____
Total \$ <u>1055.25</u>		Total \$ _____
Additional Subsidy Request Total \$ <u>1055.25</u> (Expense less Income)		

**JUSTIFICATION & EXPLANATION:**

Has this been requested before? NO Yes  
(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 Erica Malone DATE 10/30/17  
 Executive Board Representative  
 Reviewed by Martha Corbett DATE 10/30/17  
 Rensselaer Union Finance Coordinator  
 Reviewed by Blaine Allman DATE 10/30/17  
 Rensselaer Union SARP

**COMMENTS** by Rensselaer Union SARP

Due to increase in uniform costs, the money approved was not enough for the tops required

**COMMENTS** by E-Board Representative

- Approved       Reserves
- Not Approved       Contingency



## **RPI Dance Team – Executive Board Proposal**

**This spring the RPI Dance Team will be attending NDA Collegiate Dance Championship in Daytona Beach, Florida. The team earned its first ever bid to Nationals in September after a rigorous two-day camp where we worked on various tricks, learned new choreography, and perfected our technique. As you know, we submitted our proposed budget for the 2017-18 academic year in November of 2016; at that time, we determined the cost of the uniforms based on the current pricing we had from Varsity.**

**However, the prices of our uniforms have increased substantially and the money we have allocated is not enough to cover the cost. Because the uniforms belong to the team and not individuals, they could be worn during our football and basketball performances as well as at future competitions and on-campus events. These uniform tops are necessary, as we want to represent RPI in the most professional way possible at Nationals this year and in the future. Performing at Nationals without this part of our uniform is equivalent to sending a basketball team out to play without shorts. This clearly would not reflect well on RPI which is why we are requesting more funds to help cover the additional cost.**

**A single top costs \$69.95 - making the total cost with tax for the entire team (15 dancers) \$1,055.25. This vital piece of our outward appearance directly impacts everyone's view of the Dance Team and subsequently RPI on a national platform. We hope you continue supporting us in our endeavor to represent the Institute at its first ever national competition for dance.**



**VARSITY**  
spirit fashion

## Customer Order Summary

**Rensselaer Poly Institute**

**Order#: 65500473**

**Cust#: 35044700**

**Billing Information:**

RENSSELEAR POLY INSTITUTE  
ATTN BOOKKEEPER - NICOLE HOLLISTER  
P.O. BOX 4199  
SCRANTON, PA 18505

RENSSELAER US

Phone: (518)276-6000

Fax:

Contact Name: EDWINA MCCORMICK

Squad Type: COLLEGE

Tax Exempt? Y      On File? N

Tax Rate: 8.000 %      Tax Freight? Y

**Shipping Information:**

RENSSELEAR POLY INSTITUTE  
NICOLE HOLLISTER- RPI DANCE  
RU 3716 110 8TH STREET  
TROY, NY 12180

RENSSELAER US

(518)276-6000

Phone: (518)276-8998

Squad Class: DANCE

Tax#

**Alternate Shipping:**

Email: mccorc2@rpi.edu

Squad Group: ALL SPORTS/YR ROUND

Expiration Date:

**Invoice Comments:**

#	Style#/Package#	Description	Colors	Word	Qty	Unit Price	Unit Total
1	MFBLR128WM	MotionFLEX Bodyliner			15	\$65.95	\$989.25
						<b>Order Total:</b>	\$989.25
						<b>Shipping/Handling:</b>	\$66.00
						<b>Tax: 8.000 %</b>	\$0.00
						<b>Total:</b>	<b>\$1,055.25</b>



# Customer Order Summary

Order#: 65500473

Rensselaer Poly Institute

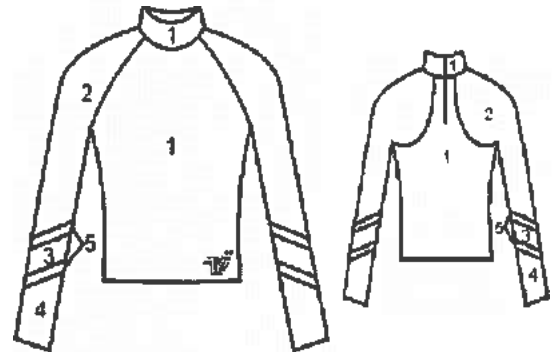
Cust#: 35044700

YOC Style/Package  
1 MFBLR128WM

<u>Qty</u>	<u>Description</u>	<u>Disc Date</u>	<u>Unit Price</u>	<u>Unit Total</u>
15	MotionFLEX Bodyliner		\$65.95	\$989.25

Detail Comment:

<u>Seq</u>	<u>Garment Detail</u>	<u>Setup</u>	<u>Setup Desc:</u>
1	Collar & Body	HDS	Holodot Mesh Silver
2	Upper Sleeves	HDS	Holodot Mesh Silver
3	Middle Sleeves	FSC	Motionflex Scarlet
4	Lower Sleeves	FBK	Motionflex Black
5	Sleeve Insets	FWH	Motionflex White
6	Logo Color	WHIT	White



<u>Qty</u>	<u>Size/Adj</u>
5	S
5	M
5	L

# Alpha Delta Phi Society Studio Space Proposal

The RPI chapter of the Alpha Delta Phi Society is requesting the Executive Board for a designated private space on campus with the intended use as a multipurpose studio.

## Alpha Delta Phi Society

The Alpha Delta Phi Society (ADPS) is a self-governing co-educational society dedicated to cultivating character, scholarship, and enduring friendships. The RPI chapter of ADPS carries out this mission with an emphasis on creativity and expression through literature and the arts. We are a Union affiliated organization and our faculty advisor is Professor Eddie Ade Knowles.

We currently have 15 active members and we regularly host public events including open mic, mural painting, and Creation Fest (prompted creative challenges).

## Studio Space

The space that we are requesting will be used as a common area for the following functions:

- ❖ A studio for personal and group projects including artwork, music, writing, interactive digital media, and more
- ❖ A venue for smaller public events and workshops such as painting nights, poetry slams, and creative critiques (constructive feedback for projects)
- ❖ A gathering space for meetings among our members, executive board, and various committees.
- ❖ Storage for books, art supplies, and other materials required for our events

This space should easily allow access for all our members (ideally using card scanners and not keys), and preferably allow us to redecorate the interior design (walls, furniture, etc.)

A potential space suited for our needs would be room 116 in the '87 Gym (on the first floor by the west stairs, see attached floor plan). This room is currently unused and under the jurisdiction of the Union, although it lacks a card scanner.

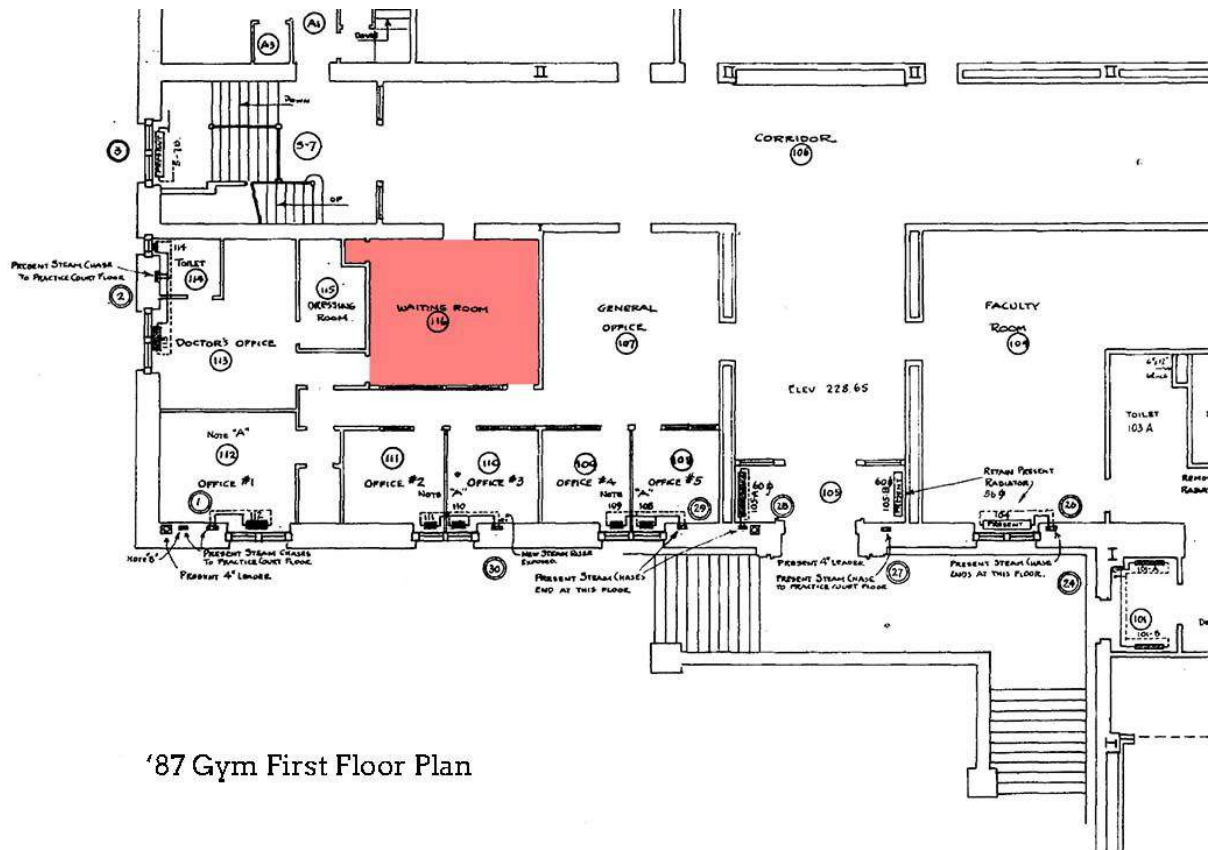
## Benefits

To our organization:

- ❖ Improves the interactions and cohesion among our members through a consistent and centralized location
- ❖ Advertises our presence on campus for recruitment efforts and to promote our events
- ❖ Consolidates and organizes our communal resources

To the campus community at large:

- ❖ Offers an additional space for literary and artistic expression in a STEM-dominated environment
- ❖ Enables our capability to host more frequent events and workshops for interested students



'87 Gym First Floor Plan

Rensselaer Union  
Executive Board

Motion # 1

Date: 11/2/17

I move that the Rensselaer Union Executive Board reallocate \$1,055.25  
from FY 18 club contingencies to  
Dance Team's Budget, Goal B Program 3  
line 005 to purchase uniforms as attached.

So moved by:

Rasika Ekhallikar  
Signature

Rasika Ekhallikar  
Printed Name

Seconded by:

Ida Etemadi  
Signature

Ida Etemadi  
Printed Name

For    Against    Abstaining

16 - 0 - 0

Motion: Passes / Fails

Rensselaer Union  
*Executive Board*

Motion # 3

Date: 11/2/2017

I move that the Rensselaer Union Executive Board assign Room 116 in 87  
Gymnasium to Alpha Delta Phi Society, pending the  
approval of Athletics.

So moved by:

  
Signature

Ruojun Sun  
Printed Name

Seconded by:

  
Signature

Ida Etemadi  
Printed Name

For    Against    Abstaining

19 - 1 - 0

Motion: Passes / Fails