



GPSA Finance Committee Meeting Minutes

Date: November 12th, 2018

Time: 5:13 pm – 8:50 pm

Location: Fiesta B, SUB 3rd floor

Meeting run by: Finance Chair, Kyla Charlee

Recorder: Finance Chair, Kyla Charlee

Attendance:

Committee members	Absentee
Finance Chair: Kyla Charlee	Vice-Chair: Tanzil Upama
Jaimie Stephens	
Eliberto Calderon	
Andrea Abeita	
BriAnne Amador	

Non-committee member	Organization
Moses Allen	Hobbit Society
David Barnes	Foreign Languages & Literatures
Hodgin Sernillo	GPSA Programs
Bellal Hossain	International Business Students Global
Audriana Stark	International Business Students Global
Unknown	Women in Design UNM

Meeting

5:13 PM Call to Order

5:14 PM Approval of Agenda

5:15 PM Approval of Minutes

5:15 PM Appropriations

5:15 PM Business Law Society called, No Show

Clarification asked that anyone didn't get the wrong time (5:30 PM – per typo on the gpsa website) and appropriation TABLED

5:15 PM Student Veterans of UNM

Presenter for organization: Eliberto Calderon

Conference for Student Veterans of America Conference (Jan 3 – 5, 2019 at Orlando, Florida), Veterans Day event, and general operating costs

- Applying Standing Rules and cutting by 11% - the amount left was 2080.75
- Question/Announcement – Jaimie recognizes Moses Allen
 - Announces that he does not intend to apply for full amount requested in order to allow some money be moved to other requests
- Eli removes all from line items: Advertising & Computer Supplies, remains 1901.25
 - SIDEBAR: Andrea and Jaimie write category amounts and Jaimie questions what surcharge was for requested amount
 - 12 surcharge for requested amount
- Chair asks Eliberto if he wishes to move amounts to different line items, Eliberto says to remove amounts from appropriation
- Chair clarifies that he still receives 11% cut across other line items, Eliberto agrees

Requested \$ 2,325.00

Recommended \$ 1,902.00

5:31 PM HOBBIT SOCIETY

Presenter for organization: Moses Allen

Requesting for funds for Fall Writers Event, meeting food – refreshments, and books for organization

- Opens presentation and amends his request – as request was made at maximum of line items due to previous precedent of cutting maximum requested amount
- Reduction of Honorarium from 250 to 200, food & refreshments from 300 to 100, and education supplies and subscriptions from 350 to 250
- Again mentions request was not made equitably, so encourages dynamic treatment of appropriation amounts
- Andrea expresses confusion of line item maximum – standing rules presented and clarified – organization did not violate standing rules
- Requested \$ 900.00
- Recommended \$ 553.00

Ivan Karp Emerging Economies Program – travel to Zambia 5/22 – 6/2, 2019 to run qualitative survey on impact of Women to Be organization.

Presenter for organization: Bellal Hossain. Audriana Stark

- Reduction of line items per standing rules, travel per diem and travel airfare
- Andrea quotes standing rules of maximum of 800 and 525
- Audriana expresses confusion that standing rules regarding travel has been funded before for 2 people
 - Noted that appealing to council may allow increase approved amounts
- Audriana quotes Finance Committee Standing Rules that per diem are covered per student per day with a maximum – no person cap presented, which would allow International Business Students Global to request for more than 1 person
 - Standing Rules presented that organization is right about per diem expenses
- Andrea presents precedent that it was ‘understood’ that appropriation was intended for 1 person per organization
- Organization encouraged to pursue every avenue of funding
- Jaimie recommends 11% cut on requested amounts per diem
 - Andrea notes that there is precedent of 1 person funded and allocating more for this organization would reduce amount available for every organization
 - Andrea notes that format implies 525 absolute maximum per line item
- Andrea recommends funding 1 person and organization appeal to council’s decision
- Audriana points out the standing rules available on gpsa website says “per person”
 - Andrea says formatting implies maximum for line item
- Audriana expresses disbelief that standing rules would still have loopholes/typos from previous finance committee overviews
 - Andrea calls for vote that finance committee recommend as precedent states (525 maximum) and recommends that organization appeals to council for more funding
- Audriana claims appropriation has allowed more than 1 student funding
- Finance Chair requests they allow 1 student funding and wait until approval of appropriations so that finance committee could evaluate if more could be allocated
 - Finance Chair asks motion be made
 - BriAnne motions appropriation be tabled until budget can be re-evaluated
 - Eliberto seconds
 - Finance Chair calls for vote – approval unanimous
- Appropriation TABLED

5:50 PM UNM Foreign Languages and Literatures Graduate Student Association

Hosting Comparative Literature and Cultural Studies Conference (Ortega Hall)

Presenter for organization: David Barnes

- Presents conference and notices that line items may violate or go over Standing Rules and accepts they will be reduced
- Andrea notices that money is funded for gifts
- Andrea notices that travel funds for guest speaker are not allowed by standing rules
- Noticed that airfare estimates were not provided
- Also presented that any travel for guest speaker would not fall under airfare rules
- Line items reduced to Standing Rules and recommended that he apply for another appropriation
- David notes that most of the funds for the event goes into getting a guest speaker
- BriAnne recommends pursuing possible funding from HDLS

Requested: \$ 3,950.00

Recommended: \$ 754.00

6:03 PM Women in Design: University of New Mexico

General Operating – new organization, not yet received funding

Presenter for organization: arrived late – name not written in sign-in sheet, referred as Unknown

- Procedure re-iterated for new arrival
- Unknown presents for organization and notes that, as a new organization, what the costs of running the organization entail are not known.
- Total remaining after cuts is 495, which is accepted
 - Zeroed advertising and moved into Copying Services, Food – refreshments, and office supplies

Requested: \$ 550.00

Recommended: \$ 495.00

6:10 PM Appropriation review thus far

Noted that Business Law Society never showed, appropriation TABLED to next finance committee appropriation meeting

Discussion: when will the appropriations be approved

Appropriation process summarized for organizations present

All organizations recommended to attend Council meeting on Saturday (Nov 17)

Recommended amounts read for organizations

6:15 PM Motion made by Jaimie to block approve recommended amounts for:

- Student Veterans of UNM
- Hobbit Society
- UNM Foreign Languages and Literatures
- Women in Design

Approval unanimous

6:16 PM GPSA Gen Gov and affiliates/committees

Presenter for all GPSA: BriAnne Amador (noted abstain from voting)

Notes that many funds from previous Spring budget process was not awarded to the GPSA budgets – zeroed out balances for line items

Noted that Programs can't hold events for students, Lobby can't put students to lobby for UNM GPSA, Finance committee budget wasn't properly allocated stipends for the Vice-Chair.

GPSA office did not have office supplies – any incoming office supplies since the beginning of the semester came out of pocket from GPSA office manager

- Andrea asks how Finance committee resolves stipend for Vice-Chair – referred to Budget Revision: Finance Committee

BriAnne puts forward that each committee / General government requested full amounts that previous GPSA body applied for in Spring budgetary process

Andrea recommends treating GPSA affiliates as any other student organization, revise according to Standing Rules and apply 11% reduction.

Andrea inquires if appropriation was reduced according to what the committee would need throughout the end of the academic year

- It is agreed that stipends and salaries be funded fully, with every other cost going through the student organization appropriation process

GPSA - General Government

- Line items reduced to maximum of line items per standing rules

- Jaimie expresses that awarding to committees' budgets will reduced the month's budget for organizations already recommended
- Andrea states that it's unlikely
- BriAnne states that she pulled the IR (internal requisition forms) from the year 2017-2018 to sum a total of how much it cost to run GPSA
- Andrea asks if a stopgap funding would assist in the meantime
 - BriAnne agrees

GPSA – Lobby

- Travel debated on line items for Santa Fe lobbying
- Travel calculated on mileage to Santa Fe and recommended

GPSA – Programs

- Line items moved to Other and reduced to standing rules

GPSA - Finance Committee

- Line items cut by 11%

Budget revised to include recommended amounts and found to be over-extended

Returning to International Business Students Global

- Recommended that they pursue other avenues of funding
- Audriana expresses that more money was put to GPSA
- Jaimie reiterates that GPSA was reduced to standing rules and cut by 11%
- Recommended that organization apply for another appropriation and attend council meeting

Requested: \$ 2,6500.00

Recommended: \$ 1,186.00

- Motion made for approval of International Business Students Global made by Jaimie
 - Seconded by Andrea
 - Approval unanimous

6:58 PM Revision of GPSA budgets

- BriAnne motions for break
 - Seconded by Eliberto
- Break granted from 7:01 PM – 7:06 PM

Discussion: Noted GPSA general government budget revision – which was only allowable by summer salary for Office Manager not being hired until August

- Noted that office manager must only work 20 hours a week for contract and budget
 - Office manager works, on average, 30 hours

Discussion: Noted again, there are no minutes from previous budget process – there were no records from GPSA. SGAO records were the only paperwork present, which is the final budget sheets from the committee at the end of the budgetary process.

Discussion: printer and printer paper removed from IT – GPSA must pay for paper now

- Printer paper boxes briefly rounded for the year and place in Computer supplies

Copying services reduced to 114 from requested for all business cards

Removed advertising

Food – refreshments noted for free coffee GPSA offers to graduate and professional students

- Jaimie recommends no food for meetings
- 20 a month emergency food – beverage funds
- 500 for coffee for the next semester
- GPSA volunteer appreciation event
 - Jaimie recommends this is something only if money remained
 - Andrea makes motion to fund a spring thank you event
 - Seconded by Jaimie
 - 3 nay (Andrea, Eliberto, Jaimie), 1 abstain – spring thank you event vetoed funding

Other would include UNM surcharge – not budgeted from last year’s budget

- Noted that GPSA General Government was in deficit to SGAO for UNM surcharge
- Confusion over how often surcharge pays out
 - Research noted for SGAO for the exact amount that should be requested for remaining surcharge balance
 - Note that UNM surcharge is an automatic paid amount – the amounts listed in the “surcharge” box is an *allocation* placed into the budget to cover the total sum of the surcharge payments

GPSA General Government

Requested:	\$	5,400.00
Recommended:	\$	1,361.00

Noted that GPSA Council will need to submit an appropriation
GPSA General Government approval – 3 approve, 1 abstain

GPSA Programs

Noting that it is requested 200 for 2 events

- Request is acceptable in standing rules

Request: \$ 800.00

Recommend: \$ 402.00

GPSA Finance Committee

- Confusion about stipends for budget ‘reviewers’ – finance chair clarifies that (supposedly), the stipends are allocated for students to assist in spring budget process
- Eliberto expresses that this is not precedent
- Other removed

Requested \$ 600.00

Recommended \$ 201.00

GPSA Lobby

- The pins for lobbying, decided was 1001 as other
- Food – refreshments for UNM roundhouse
 - Confusion if this is per diem category or food – refreshments
- Per diem for 200
- Travel was calculated previously to 280

Requested \$ 1,950.00

Recommended \$ 1,489.00

Return to budget, Finance Chair found the budget to be over-extended by around 8000

- This was corrected as FC had forgotten to correct excel formula

8:14 PM Brianne leaves

Motion to approve GPSA recommendations

- Seconded by Jaimie

- Approval in favor 3

Budget Revision: GPSA Finance Committee

Budget revision made to fix Vice-chair's stipend to follow GPSA Bylaws

Eli makes motion to approve

- Andrea seconded
- 3 approved, unanimous

Budget Revision signed by Finance Chair

Discuss and Revise Standing Rules

Codifying precedent of funding 1 event per appropriation

- Addition of codifying precedent of funding 1 line item per event

8:23 PM

Section V: Funding

13. Other Funding Notes

(a) Students Organizations are limited to two (2) appropriations per semester, one (1) event per appropriation, and with one (1) line item of each category per event.

Codifying travel precedent for standing rules

Jaimie questions about airfare (not per student, but total)

Reference to previous standing rules amendment for airfare

Section V: Funding

11. Travel: Organizations will be expected to provide information explaining how the travel benefits the UNM Graduate Student Body.

(c) The following travel methods will not be funded over \$800.00 per appropriation request

- i. Airfare will be funded at a maximum of seventy (70%) of the lowest cost of at least three (3) lowest-cost flight estimates.
- ii. Reimbursement for expenses incurred when traveling by personal or rented automobile in lieu of air travel for in-state or out-of-state travel may not exceed the cost the traveler would have otherwise incurred if the traveler had flown. If travelers drive due to preference, they must provide documentation of what the total cost would have been had they flown.

(b) Per Diem, to include food and lodging, shall not exceed \$75.00 per person, per day with a maximum allocation of \$525.00 per event per organization.

Travel and Lodging shall be funded up to \$150 per speaker per event

Standing Rules amendments approved unanimous

8:50 PM Adjourn [approval unanimous]

Actions Taken

- Approval appropriations
 - Student Veterans of UNM (4 approve)
 - HOBBIT SOCIETY (4 approve)
 - International Business Students Global (4 approve)
 - UNM Foreign Languages and Literatures Graduate Student Association (4 approve)
 - Women in Design: University of New Mexico (4 approve)
 - GPSA- General Government Fund (3 approve, 1 abstain)
 - GPSA- Programs Committee (3 approve, 1 abstain)
 - GPSA - Lobby (3 approve, 1 abstain)
 - GPSA Finance Committee (3 approve, 1 abstain)
- Appropriation tabled to next finance committee appropriation meeting
 - Business Law Society (4 approve)
- Vetoed funding for a GPSA spring appreciation event (3 veto, 1 abstain)
- Standing rules amendments revised (3 approve)