



Student Association Board of Finance

Emergency Meeting Minutes

October 10, 2019 – 9 PM

The HUB SORC Table

I. Call to Order and Roll Call

II. Approval of the Minutes

- a. Howard- Motion
 - i. Simon- Second

III. Chairs' Report

- 1. Samuel Salazar, Chairman of the Board of Finance
 - i. Meetings will be Thursday 8-10 PM
- 2. Molly Donelan, Vice-Chairwoman of the Board of Finance
 - i. No report

IV. New Business

- a. Contract Review
 - i. Carty and Kelley brief BoF on the item:
 - 1. Carty- Event occurring 10/20- One contract for food & one contract for entertainment
 - 2. Carty- Purpose of event: school event for sake of safety
 - 3. Carty- Financed through Programming line
 - 4. Kelley – one contract will save time & money.
 - 5. Contract includes every part of the event
 - ii. Questions:
 - 1. Donelan - Contract reviewed by lawyer?
 - a. Carty, Kelley - Yes
 - 2. Donelan - Why was the event promoted before the contract was approved by the BoF?
 - a. Carty - We need 1 contract now, the original 3 of them were under 8k.
 - b. Kelley- It was all going to happen anyway.

3. Donelan - How?
 - a. Carty - The agency would have paid for it
 - b. Howard – asks for clarification
 - c. Kelley - All original contracts were under 8k. A little booking agency is a huge contractor that works for Siena, St. Rose. Not passing it would make us look bad
 - d. Carty- Students would have to pay 50 plus dollars if we did not enter this contract and pay for the concert.
 - e. Kelley- We chose the artists for the concerts as part of the agreement
4. Simon- Why was this not promoted earlier?
 - a. Carty- It was very last-minute planning. PNB were divas
 - b. Kelley- The artists were playing games with the negotiation of prices
 - c. Carty- If we didn't get the flyer out in time, the event wouldn't have happened
5. Howard- Is the agency paying for the artist?
 - a. Kelley- Yes
 - b. Carty- We set the cap on how much students would pay, and they had to work around that
6. Simon- Do they expect these checks within 2-3 weeks?
 - a. Kelley- No. We have an excellent working relationship with them. We explained to them we have a process to follow and they understand that
 - b. Carty- this is to avoid multiple processing fees
 - c. Kelley- This contract is to protect them and us because they have suffered losses from us in the past
7. Salazar - How do we go about getting lawyer confirmation in the future?
 - a. Kelley- I bring it to you before we sign it. Erin sees it when it reaches 5k. She will always see it before we bring it to the BoF.
8. Salazar - Has all the language been updated & reviewed?
 - a. Kelley -Yes. We were changing addresses, our business name, adding proper titles and two signature lines. We were following by-laws and

looked at it all in a legal aspect. After the BoF approves, it'll be reviewed again

9. Salazar - Form of payment?
 - a. Kelley - PR (Regular check), via UAS
10. Salazar - Do you circle on the contract how you will process it?
 - a. Kelley - No, those are just the options
11. Salazar - Where in the budget is the money coming from?
 - a. Kelley - 17k Programming line
12. Salazar - Has the Comptroller made an itemized list for contract?
 - a. Kelley - I can produce it... Catering is the most expensive. We are mainly paying for the catering.
13. Howard- Is the concert at the same place as the brunch?
 - a. Kelley – The concert is at Upstate Concert Hall. They are trying to cut costs for us.
 - b. Carty- If we paid for anything separate, this would be an astronomically higher cost because we would have to pay for a venue.
14. Salazar - Estimated cost per attendee?
 - a. Kelley - About \$42
15. Salazar - Miscommunication about this contract– What can we do moving forward?
 - a. Kelley- BoF has been trash in the past. We need to stay in our division of powers. All you need to worry about is me bringing things to you. I will always follow bylaws. Have faith in us.
 - b. Carty – We will be transparent and give you all information necessary. We just need to go through the proper channels, and it was out of our control due to last minute factors. Our priority for this event is safety of the students.
 - c. Kelley- In regard to timing, I get a lot of things at the last minute. If I come to you at the last minute, it is due to an extenuating circumstance. Please trust me because it is for the sake of a good, positive working relationship. I wouldn't lie because anything can be tracked.

- 16. Donelan - If it didn't come out of the programming line, where else would it have been spent?
 - a. Kelley - It was pop-up programming, so it is for events that pop up
- 17. Salazar - The programming line has \$17,000, right?
 - a. Kelley - Yes
- iii. Debate points:
 - 1. Donelan - Thanks Carty and Kelley for explaining everything
 - 2. Salazar - I have spoken to Ray. I looked at it all from a fiduciary lens. Everything lines up financially. Cost per attendee seems reasonable since it is a brunch.
- iv. Salazar Motion to vote
 - 1. Howard - Second
 - a. Vote: 4-0-1

V. Closing Remarks

- a. Samuel Salazar, Chairman of the Board of Finance
 - i. We will post our meetings on SA calendar. Continues to lay out immediate future plans
 - ii. Howard - Thursday 8-10?
 - 1. Salazar - Yes.
 - iii. Carty - Meetings are weekly right?
 - 1. Salazar - yes with some exceptions for holidays and other big nights. Still working on budget orientation w nick. Hopefully 12/2 7pm. This year I think we should make it mandatory. I will ask SORC to help with staffing.
 - 2. Simon - We should have senators do it instead, to get them more involved
 - iv. Salazar - We got rid of card swipers. Instead we have a QR system. For budget, Nick and Ray are open to the idea of budget meetings on weekends.
 - 1. Kelley - Not good for me because I work on weekends
 - v. Carty - please look at the budget. We still don't have IT and Dippikill line. There was a line for dippikill, but it is gone now.
 - 1. Salazar - We will look at this in the next meeting

VI. Closing Roll and Adjournment

- a. Howard – Motion to adjourn
 - i. Simon – Second