

University of Hawaii at Hilo Student Activities Council Budget Year 2011-2012

	Admin	EP Events	BTSB	SOS	Ho'olaule'a	Gallery	Other Funding	CC	Total
0034 Student Fees \$	\$45,150.00	\$33,900.00	\$15,000.00	\$15,000.00	\$14,000.00	\$11,000.00	\$1,500.00		\$135,550.00
0034 Student Fees (Roll Over FY 11)						\$5,000.00	\$7,000.00	\$7,000.00	\$19,000.00
TOTAL:	\$45,150.00	\$33,900.00	\$15,000.00	\$15,000.00	\$14,000.00	\$16,000.00	\$8,500.00	\$7,000.00	\$154,550.00
Expenses	Admin	EP Events	BTSB		Ho'olaule'a	Gallery	Other Funding	CC	Total
OBJECT #									
2101 Casual Hire									\$0.00
2201 Student Payroll	\$8,000.00								\$8,000.00
3105 Repair and Maintenance	\$100.00								\$100.00
3200 Supplies, Office	\$5,000.00								\$5,000.00
3300 Food-students	\$8,000.00				\$1,000.00		\$1,000.00		\$10,000.00
3305 Food non-Ressale (SAC)	\$1,000.00		\$500.00	\$500.00					\$2,000.00
3400 Other Supplies	\$1,000.00	\$14,000.00			\$2,000.00		\$1,500.00		\$18,500.00
3700 Postage	\$100.00								\$100.00
3900 Printing and Binding						\$1,500.00			\$1,500.00
3910 Printing		\$500.00							\$500.00
4001 Advertising, Public Relations	\$5,000.00		\$1,000.00	\$1,000.00					\$7,000.00
4240 In-State Trans. (Non)		\$500.00	\$3,800.00	\$3,800.00	\$6,000.00		\$3,000.00		\$17,100.00
4250 In-State Trans. (Emp)					\$6,000.00				\$6,000.00
4340 In-State Subsistence/Hotel			\$1,200.00	\$1,200.00			\$1,500.00		\$3,900.00
4440 Out State Transport (Non)									\$0.00
4895 Other Travel, Bus Services									\$0.00
5700 Rent Other									\$0.00
5705 Rent-Motor Vehicle		\$500.00					\$500.00		\$1,000.00
6531 Stipend	\$24,300.00					\$1,500.00			\$25,800.00
6533, Non-State Stipend									\$0.00
7100 Services, Non-State Empl.		\$10,000.00	\$8,500.00	\$8,500.00	\$12,000.00		\$1,000.00	\$7,000.00	\$47,000.00
7135 Honoraria, Non-State Empl.									\$0.00
7200 Other Current Expenditures	\$150.00								\$150.00
7220 Photocopy Services	\$500.00								\$500.00
7222 Protocol		\$400.00							\$400.00
Total	\$45,150.00	\$33,900.00	\$15,000.00	\$15,000.00	\$14,000.00	\$16,000.00	\$8,500.00	\$7,000.00	\$154,550.00

Signatures for Approval:

Student Activities Council Executive Chair

Student Activities Council Business Manager

Campus Center Director

UH Hilo Chancellor

UH Hilo Vice Chancellor of Student Affairs

University of Hawaii at Hilo
Vice Chancellor for Student Affairs

[Handwritten signatures and names over lines]
 Donald O. Straney
 Luoluo Hong

Donald O. Straney, Ph.D.
Chancellor, University of Hawaii at Hilo
AUG 05 2011

2011-2012 SAC Budget Narrative

The 2011-2012 budget reflects SACs mission to provide programs, activities and services which serve the co-curricular cultural, social, recreational and educational interests of students of the University of Hawai'i at Hilo. We intend to increase student recognition of who we are, what we do and our diverse membership through the implementation of promotional products, events, and co-sponsorships. We will include more activities this year to our event calendar by implementing an increasing number of smaller, more creative events, while maintaining and improving upon our three major annual events. SAC will strive to collaborate with fellow CSOs, RISOs, UHH and general communities to create a foundation of Aloha to provide the students with a well-balanced and enriched collegiate experience.

Admin

Administration allocations will cover any costs associated with the on-going efforts of the Student Activities Council (SAC) to provide programs, activities and services to the students of the University of Hawaii at Hilo. The costs are broken down as follows:

Student Payroll (2201): Covers payment to the Business Manager for a period of twelve months. This also includes a monthly allocation of \$16 towards workers compensation insurance, \$18 towards unemployment insurance, and \$66 towards Medicare. The Business Manager's responsibilities include keeping a detailed record of all money coming or going from the SAC account, making sure all SAC paperwork is done correctly and within the time limit set by Campus Center.

Advertising and PR(4001) : Will purchase shirts for SAC members and promotional items with the SAC logo to be used though out the year this will increase student recognition of the name, activities and members of SAC which will help with attendance and participation at future SAC events.

Stipend (6531): Covers 6 Event Planners, Executive Chair, Vice Chair and Secretary at \$300 per month for nine months starting in August and ending on the last day of April. Stipends are not given out over the summer due to lack of justification for payment. There are no events put on over the summer and office hours are kept at a minimum. For this reason stipends are given out during the school year when the majority of activity occurs.

Event Planner Events

Covers many small and medium size events planned by the events planners over the 2011-2012 school year. Amounts allocated are based on historical costs and the priority of this section of the budget

Food-Students (3300): Food has in the past been a prize and on some occasions, the basis of events. Some past examples include Pizza and Ice Cream Socials, Food Fest and Chocolate Fest.

Other Supplies (3400): Allocated for the purchase of miscellaneous supplies for events that don't fit into other object codes including, but not limited to, prizes for themed events, rope, fencing, and decorations.

Services Non-State Employee (7100): Covers payment of Performance Fees for entertainers, lecturers and any other personnel/services needed for an event.

Back To School Bash (BTSB)

One of SAC's largest events is a concert for the students at the beginning of the school year. Costs include performance fees for 3-4 bands, air fare and hotel accommodations as needed, security, janitorial, police, giveaways and any other miscellaneous and applicable costs.

In-State Trans. (Non) (4240): Covers airfare for approximately 20 entertainers who travel to Hilo, from another island, for the event.

In-State Subsistence (Non) (4340): Covers hotel for approximately 20 entertainers who travel to Hilo for the event.

Services- Non-State Employee (7100): Pays the performance fees of the entertainers and in some cases the cost of the lighting/sound technicians.

Start of Summer (SOS)

One of SAC's largest events is a concert and dance for the students at the end of the school year. Costs include performance fees for bands, air fare and hotel accommodations as needed, security, janitorial, police, decorations, give always and any other miscellaneous and applicable costs.

In-State Trans. (Non) (4240): Covers airfare for approximately 20 entertainers who travel to Hilo, from another island, for the event.

In-State Subsistence (Non) (4340): Covers hotel for approximately 20 entertainers who travel to Hilo for the event.

Services- Non-State Employee (7100): Pays the performance fees of the entertainers and in some cases the cost of the lighting/sound technicians.

Ho'olaulea

Is a co-sponsored event between SAC and other Campus CSOs. SAC usually takes care of entertainment cost and other small costs for miscellaneous supplies.

Services- Non-State Employee (7100): Pays the performance fee of the entertainers and in some cases the cost of the lighting/sound technicians. Covers approximately 6-8 bands, 4 dance groups, and sound.

Other Supplies (3400): Allocated for the purchase of miscellaneous supplies needed for events that don't fit into other object codes including, but not limited to, prizes for themed events, rope, fencing, and decorations.

Campus Center Gallery

Visiting Artist Program: additional support for this aspect of the gallery program will provide a greater living interface for the works of art that are the backbone of the exhibition program. The visiting artists provide opportunity for students to have direct interaction with contemporary professionals working with a broad range of mediums and stylistic approaches to art. Contact through public lecture forums and classroom interactions amplify the educational experience. The money would provide support for five (5) Artist-In-Residence during the coming academic year.

Annual Print Edition: Adds to the UHH Permanent Collection of Prints and Drawing (an instructional resource) and provide support for the Library. The project designed as an interface to the Visiting Artist Program would provide through creation of an annual print portfolio, a more permanent level of interaction with UHH students and the community at large.

Other Funding

Allows RISOs, other organizations, and programs on campus to request money to fund their own events with SAC as a Co-sponsor. Based on some of the events put on last year allocations were made with emphasis in food, in-state transportation and performance fees.

Campus Center

Money allocated to Campus Center to help with Campus Center events such as The Flow. This event takes place twice a month and SAC usually takes care of the entertainment for 5-7 Events.



UH Hilo Student Activities Council 2011-2012

MINUTES FOR UHH STUDENT ACTIVITIES COUNCIL: 3

DATE OF MEETING: THURSDAY JUNE 28, 2011

LOCATION: UHH STUDENT ACTIVITIES COUNCIL, CC ROOM 301A

1. Call to order

1.1 Meeting called to order at 1:04p.m

2. Roll Call

Position	Name	Present	Tardy	Absent	Excused
Executive Chair:	Jeffrey Aurelio				✓
Vice Chair:	(vacant)				
Secretary/ Publicist:	Gwendelyn Go	✓			
Event Planners:	Makalea Tavares	✓			
	David Lau	✓			
	Linsie Hiraoka	✓			
	Mattson Mukai		1:20		
	Tracey Niimi	✓			
	Daniel Boggeln		1:55		
Business Manager:	Maile Boggeln	✓			
Advisors:	Lai Sha Bugado				✓
	Tim Eakins				✓
Guest/Volunteer:	Michele	✓			
	Martha				✓

3. Establish Quorum:

3.1 Do we have Quorum? Yes

*Gwendelyn Go will be acting as Vice Chair until Jeffrey Aurelio comes back on August 8.

4. Open Forum Guests:

4.1 (M/S/C)

(Maka, Mattson) **Michele Newman: Safe zone Training:** proposal to allocate \$500 for funding to purchase materials/food for the 3 trainings/month, Fall Semester. Discussion: It will be open to all UHH/HWCC students, small refreshments to be provided, if Ellen or Tim cannot do training, may pay someone to do so. (Consensus: Yes)

5. Approval of Minutes: (Trace/Mattson) Amendment of approval for minutes week of June 28, 2011 (Consensus: Yes)

6. Executive Chair Report: Jeffrey Aurelio: No Report

7. Vice Chair Report: Ariel Enriquez: On June 19, 2011 Ariel sent her resignation letter to Jeffrey (via email) that she can no longer work in SAC.

8. Business Manager's Report: Maile Boggeln:

8.1 (M/S/C)

(Trace/Mattson) Approval of 2011-2012 SAC Budget
(Consensus: Yes)

9. Secretary's/Publicist Report: Gwendelyn Go: No Report

10. Advisors Report:

10.1 Lai Sha Bugado: (excused)

10.2 Tim Eakins: (excused)

11. Event Planners Report:

11.1 Makalea Tavares: No Report

11.2 David Lau: No Report

11.3 Linsie Hiraoka: No Report

11.4 Tracey Niimi: No Report

11.5 Mattson Mukai: No Report

11.6 Daniel Boggeln: No Report

12. New Business:

12.1 Back to School Bash:

12.1.1 To be held either the 8th or 15th of October

12.1.2 Still looking for funding from HCC

12.1.3 Trace will look at community calendars to make sure dates are okay and check with entertainers

13. Unfinished Business:

14. Announcements: (none)

15. Adjournment:

15.1 Meeting Adjourned at 2:23p.m

assistance