

**STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES**

For the meeting of: Annual Meeting of October 27, 2015
4:00p.m. in Student Union West Faculty/Staff Dining Room

Voting Members Present: LooLoo Amante, Michael Daniels, Shriel Deogracias, Josee Larochelle,
Rose Lee, Laura Sullivan-Green, Emily Wughalter (by phone)

Voting Members Absent: Reginald Blaylock, Inderpal Kaur, Anna Santana, Christian Timbol

Non-Voting Member Present: Catherine Busalacchi

Guests: Amy Guerra-Smith, Kristin Kelly, Terry Gregory, Kim Hagens

I. CALL TO ORDER

Michael Daniels facilitated the meeting in the absence of the Board Chair, Christian Timbol. Michael Daniels called the October 27, 2015 Board of Directors Meeting to order at 4:08pm in the Student Union West Faculty/Staff Dining Room.

II. ROLL CALL

Michael Daniels asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she did a visual roll call.

III. APPROVAL OF MEETING AGENDA FOR OCTOBER 27, 2015

Michael Daniels asked for any changes needed to the October 27, 2015 Board of Directors Meeting Agenda. Seeing no changes needed, Michael Daniels asked for a motion to approve the October 27, 2015 Board of Directors Meeting Agenda.

Rose Lee moved to approve the October 27, 2015 Board of Directors Meeting Agenda as presented.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

IV. APPROVAL OF MEETING MINUTES FOR SEPTEMBER 22, 2015

Michael Daniels asked for any changes needed to the meeting minutes from the September 22, 2015 Board of Directors meeting. Seeing no changes needed, Michael Daniels asked for a motion to approve the September 22, 2015 Board of Director Meeting Minutes.

Laura Sullivan-Green moved to approve the September 22, 2015 Board of Director Meeting Minutes as presented.

LooLoo Amante seconded the motion.

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

V. PUBLIC FORUM

No one was present for the public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi directed the Board Members to the printed reports and noted that the report is a compilation of reports of activity from each department in the Student Union. Ms. Busalacchi noted that page three lists the events that took place in the Student Union for the month of October.

Ms. Busalacchi commented that the Student Appreciation Festival that was on October 21st was successful. Ms. Busalacchi noted that the Student Union, Inc. gave away 2,000 t-shirts. Spartan Shops gave out hot dogs and sodas. Ms. Busalacchi noted that she met with a professor who called to complain because of the noise from the band. Cathy Busalacchi noted that the Student Union, Inc. did follow the procedures within the Time, Place, and Manner however it was discovered that the Chair and other department heads are not communicating with their staff. Ms. Busalacchi indicated that after talking with the professor there are some opportunities for the Student Union, Inc. to improve communications about future events.

Ms. Busalacchi also noted the campus is concerned about the recent EDM (electronic dance music) concert coming up. Ms. Busalacchi explained that EDM shows are frequently associated with high drinking and illegal drugs use. Ms. Busalacchi noted that the Student Union, Inc. is working with campus to help minimize any illegal drug use and excessive drinking. Ms. Busalacchi commented that the show is sold out at 6500 and of the tickets sold, 4500 are students.

VII. AGENDA ITEMS:

A. Presentation of Annual Report for FY 2014-15

Cathy Busalacchi presented the Board Members with the 2014-2015 Annual Report for the Student Union, Inc. Ms. Busalacchi noted that the report is created by our graphics department. Ms. Busalacchi noted several changes in the report including highlighting a student from each Student Union department.

B. Distribution of Final Bound Audited Financials for YE 2015

Cathy Busalacchi presented the Board Members with the bound Audited Financials report for Year End 2015. Ms. Busalacchi noted that there were no changes made from the draft copy that was presented to the Board and approved in September.

C. Current Authorized Signers on Corporate Bank Accounts

Ms. Busalacchi noted that the Student Union, Inc. has three authorized signers on the corporate bank accounts. The three signers are herself, Kristin Kelly and Terry Gregory.

D. Co-Signers on the Executive Director's Expenses

Cathy Busalacchi informed the Board Members that there are three authorized co-signers for the Executive Director's expenses. Those co-signers are the Vice President for Student Affairs, the Chair of the Board or the Chair of the Finance Committee.

E. Presentation of 1st Quarter Financials

Josee Larochelle presented the Student Union First Quarter financials to the Board Members. Ms. Larochelle noted that at the end of the first quarter, the Student Union is at 23.50% of income and at 22% of expenses. Ms. Larochelle noted that there is a decrease in net position of \$380,650 showing but that is due to timing. Cathy Busalacchi noted that forecasting for the first quarter is very difficult because the semester is just beginning. Ms. Kelly also noted that Larry Van Steenhuyse, UBS Financial Services, will be attending the December Board meeting to present the investment portfolio to the Board members. Ms. Larochelle informed

the Board Members that the Finance Committee has asked management to a breakdown of the investment portfolio to better understand the \$470,000 investment loss as of 9/30/2015.

F. Update on Facilities

Cathy Busalacchi presented the Board Members with the proposed schematic drawings for the outside of the new recreation facility. Ms. Busalacchi commented that the committee did ask the architects several questions about some of the ideas that were presented. Ms. Busalacchi noted that everyone seemed happy with the presentation of the architects' drawings.

Ms. Busalacchi also commented that the furniture assembly for the Student Union building will begin November 30th. Discussion ensued regarding the financial consequences for the delay of the building opening.

G. Revised UBS Corporate Resolutions

ACTION ITEM: Approval of Revised UBS Corporate Resolutions

Cathy Busalacchi informed the Board Members that the updated UBS Corporate Resolutions revision is necessary due to a change in the Board chair for 2015-2016. The UBS Corporate Resolutions requires the authorized signatures of the Chair of the Board, the CEO and the CFO. Those individuals are Christian Timbol, Cathy Busalacchi and Kristin Kelly respectively. Ms. Busalacchi noted that the only change to the document has been the updating of the Board Chair information.

Michael Daniels asked for a motion to approve of the revised UBS Corporate Resolutions.

**Emily Wughalter moved to approve the revised UBS Corporate Resolutions as presented.
LooLoo Amante seconded the motion.**

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

Michael Daniels asked for a motion to move the meeting to closed session.

**Emily Wughalter motioned to go into closed session.
LooLoo Amante seconded the motion.**

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

VIII. CLOSED SESSION ITEM(S):

A. Update on Aquatics Center Incident (*Closed Session*)

Cathy Busalacchi gave an update to the Board Members on the Aquatic Center incident.

Michael Daniels asked for a motion to move the meeting to regular session.

**Rose Lee motioned to go into regular session.
Josee Laroche seconded the motion.**

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

IX. MEETING ADJOURMENT

Michael Daniels asked for any other business to discuss. Seeing no other business to discuss, Michael Daniels asked for any objections to adjourn the October 27, 2015 Board of Directors Meeting. Seeing no objections, Michael Daniels noted that the Board of Directors Meeting was adjourned at 4:57pm by unanimous consensus.