UPAC Agenda 9-1-15

Brittany called this meeting to order at 5:02pm

Guest Speakers
  • No guest speakers

Special Events On-Campus:
  • Grocery Bingo
    o Discussion
      ▪ September 10th at 7pm in the smaug members be there at 6:45pm
      ▪ Meet in the office and bring groceries out set up table with groceries
      ▪ Will bring sign up sheet next week
      ▪ Different jobs:
        • Handing out bingo cards to players
        • Checking cards when they yell bingo
        • Helping with calling
      ▪ You are working since you are in UPAC so you can not play
      ▪ There is member grocery bingo where you can actually play
      ▪ Wear your shirts for the event
      ▪ Grocery shopping helping at HyVee will also be on the sign up sheet next week as well
      ▪ If you have class you can send an email to Brittany and you will get a half a point
      ▪ You can also go shopping with Erica to get the entire point for the event if you are unable to make it
    o Motion
      ▪ Erica makes a motion to host Grocery Bingo in the Smaug, Thursday September 10th at 7pm, spending no more than $300.
      ▪ Seconded by: Brooke
      ▪ Discussion: No discussion
      ▪ Motion passes unanimously
  • What is a motion?
    o A motion being passed tells us that we agree to have the event and that we can start planning and move forward with the planning process.
      ▪ If you would personally benefit from the event or you don’t have enough information then you can abstain from voting

Special Events Off Campus:
  • Hope you all had a good day!
  • $3 Nights to $5 Nights
    o The prices for the bowling and the movie night are increasing
o At board retreat over the summer we discussed raising it and we wanted your thoughts
o Discussion:
  ▪ We have done $3 for many many years
  ▪ A lot of people who are used to the $3 are going to be asking questions
  ▪ They have $5 movies on Tuesday nights so students might think they are no longer getting a good deal
  ▪ Not that big of a deal to raise it only $2
  ▪ It is likely going to have to happen within the next few years anyway
  ▪ Are the prices being raised a lot?
    ▪ Movies went up about a dollar per person
    ▪ Bowling hasn’t been raised yet but probably will be in the near future.
  ▪ Makes sense with the economy it is going to happen at some point so you might as well do it now
  ▪ The movie nights we get the theatre to ourselves from 11pm on
  ▪ Students pay the $3 or $5 and UPAC covers the rest
  ▪ Covering the costs, we are going to be paying more than the actual student
    ▪ The bowling alley charges $9 per person and we are currently only charging $3 so UPAC is paying $6 per person to play
  ▪ If we stick with the prices then we are going to have to take away from other activities throughout the year
  ▪ Doing a trial run could be a good idea to see how it works out and see if the students are receptive
  ▪ If we raise it from $3 to $5 would the extra income go into SE off campus budget?
    ▪ They are encumbered so we have money set aside for those events
    ▪ It can be put into Spring Concert or Maggie’s budget
    ▪ If the money comes out of the encumbered we will be able to do other activities and bring other acts to or off campus

o Motion
  ▪ Maggie makes a motion to change $3 bowling and movie nights to $5 nights.
  ▪ Seconded by: Matt
  ▪ Discussion: No discussion
  ▪ Motion passes unanimously

• $5 bowling
  o Discussion:
• We are already really booked in September with family weekend and homecoming weekend so September 12th was the only available time to do a bowling night.
• Bowling was chosen over movies because not many good or known movies are coming out around that time
• There will be a 12 passenger van that goes between campus and the bowling alley so we can give the students rides there who do not have a car here
• If you need a ride we can give you rides
• Tickets will be sold at the door as well as in the office before hand
• They get to bowl unlimited time from 11pm-1am and get free soda
• Members help clean up and return shoes as a job
  o Motion
    • Maggie makes a motion to host $5 bowling night on Saturday September 12th at Westgate Bowl. Doors open at 11pm, bowl from 11pm-1am. Tickets go on sale Thursday, September 10th. Shuttle provided from Minne parking lot starting at 10:30pm.
    • Seconded by: Kate
    • Discussion:
      • No discussion
    • Motion passes unanimously

Concerts:
• Fall Concert
  o We are bringing Light It Up DJ for homecoming so we are looking for another date for a fall concert
  o October 16th, 17th, 23rd, 24th, November 6th, 7th, 13th, 14th, 20th and 21st dates that could be available to do the Fall Concert
  o On piece of paper write down what genre you think would be good to come to campus for our fall concert
  o PROF and Chase Rice have been previous fall concerts of ours for an example

PR Print:
• Looking for new whiteboards in Kryzsko
  o These are hung across the railings in Kryzsko stair cases
• $5 bowling poster & Grocery Bingo Posters are being printed tomorrow now that the motions have been passed
  o If you have office hours tomorrow please help hang them up
• Homecoming Light It Up Dance Party
  o Video of light it up Dance Party was shown
  o Glow stick party that we had found at NACA
  o Ideas on some other promotion we can do for the event?
- Playing videos outside of the office to give people an idea of what they are
- Decorating the office door
- Glow in the dark chalk to make signs, maybe on black paper, or write on the sidewalks at night
- Pass out glow sticks at night with the information on it
- Having a sign with glow sticks around the sign
- Glow in the dark scavenger hunt at night to win UPAC apparel
- Cosmic bingo to promote it
  - How many people can we fit in East Hall?
    - We had 600 for PROF so possibly a little bit more than that

- Taping tutorial
  - Make sure you hang it the way the picture shows horizontal or vertical
  - Roll the tape on the back not on the front of the poster
  - Put the tape horizontally on all 4 corners of the poster so it will stay up and not slip off the wall

**PR Tech:**
- Everything is updated
  - Website is being worked on
  - Spin magic event has been created on Facebook
    - Say you are going
    - Invite your friends
- Grocery bingo and $5 Bowling
  - Invite all your friends
- Add the board on Facebook
  - During office hours
  - Names on whiteboard in the office
- Like our Facebook Page & Instagram
- Follow us on Twitter
- Add us on Snapchat
  - New thing that we are trying this year
- Download the UPAC APP
  - Are we going raffles this year?
    - Yes we will be doing some at the events this year
    - Didn't do them during orientation week because there was a minor glitch in the app

**Accounts:**
- Total: $61,452.31
- Special Events on: $8,200
- Special Events off: $5,312.50
- Concerts: $10,000
- Public Relations: $2,197.56
Assistant Director: $1,080.87

**Assistant Director:**

- **Wall of Fame:**
  - Megan Sticha, Ali Johnston, and Brooke Maher for taking initiative and asking to help with putting up posters and being a bus captain before we even asked them to.
  - Thank you guys for your hard work!

- **Snack & Drinks in the Office**
  - There are snacks in the green bucket next to the fridge and drinks in the fridge for you guys during your office hour they are 25 cents and you can put the money in the container on top of the counter directly above the fridge.
  - Having these snacks for you is a privilege to please be respectful and pay the 25 cents if you take something.

- **Sign up for the member retreat**
  - Sending around the sign up for the Member retreat
  - September 12th and 13th 9am-noon
  - Please come and join us so we can bond and get to know you guys a little better.
  - It will be a lot of fun
  - Sign up will be in the office all week check your schedules and sign up

- **Rewards card**
  - After students get 5 star punches on their card, they can turn in their card.
    - They will get a new card at their next event
  - When student comes to drop off cards have them do the following:
    - Fill in the information on the back
    - Have them put it in the box on the counter
  - Every month we will draw for a winner for 2 tickets to a $5 night. Megan will email the winner after it happens.
  - At the end of the semester we will have a winner from the whole semester who will win a larger prize.

**Director:**

- **Questions from last week**
  - How early do UPAC members arrive to the events?
    - 15 min usually for on campus events
    - You will get more detailed information before every event about how early to be there

- **Homecoming nominations**
  - One boy and one girl be nominated as a representative for UPAC
  - Requirements:
    - Must be enrolled at WSU
    - Sophomore or above as of August 2015
- 2.5 GPA or higher

- Girls:
  - Holly Besek
    - Holly accepts the nomination
  - Ashley Brotherton
    - Respectfully declines the nomination
  - Holly is our UPAC representative!

- Boys:
  - John Kuziej
    - No response
  - Mark Fitzpatrick
    - Accepts the nomination
  - Mark is our UPAC representative!

- Go talk to Halley after the meeting so we can get a Facebook Page started for you guys!

- Homecoming float
  - Shine bright like a warrior is the theme
  - Lots of Glitter
  - Neon and brightness
    - If you want to be involved come meet up front after committees if you would like to help

- Office Etiquette
  - No headphones
    - Want people to ask questions and we want to be presentable for them to do so
  - UPAC work before homework
  - No profane or vulgar language
  - At least one person at the front desk window spots
  - Only be in the office if it is your office hour unless you are helping out a board member
  - Only UPAC members in the office
  - Answer the questions politely
    - Most will be questions of where certain things are in Kryzsko
  - No sleeping in office hour
  - Do not lend out office supplies because we don’t want to lose them
  - If no one shows up to the office after you please contact a board member so we can get there right away
  - Please throw food in the outside garbage. We don’t want ants.

- Member Points
  - Half sheet in your folder that you will be getting that breaks down the member points
  - Prize for the UPAC member with the highest number of points at the end of the semester
  - 150 points and you are entered to win
- It is something that is just for fun it is not a requirement

- **UPAC Attendance**
  - 75% meetings and office hours
  - 50% event attendance (SE off campus events excluded except for $5 nights)

- **Folders**
  - Right after the meeting
  - Please fill out the sheets in the folder and then turn it back in

- **Office Hours**
  - Start tomorrow
  - Office closed Monday for Labor Day
  - Board will be in the office so they can answer any questions that you have

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**Joe**
- Role on campus: Student union and activities director
- Runs Kryzsko but it is “our building”
- UPAC is special to Joe
  - Been here 26 years
  - First day on the job was Monday September 11, 1989.
  - Went home and had a daughter on first day of work.
  - Came in late on 2nd day and UPAC members have ‘decorated’ (TP’d) his entire office
  - Daughter just got married
    - Told story about what happened at work at the wedding
  - Loves UPAC but works with 20 groups though so don’t tell them
  - Welcome to the new members
  - There is a lot of work ahead but make it fun
  - No missing any meals because café is open until 8pm now!

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Meeting adjourned at 5:44pm