UPAC Meeting 9-2-14

Emily calls the meeting to order at 5:00pm

Guest Speakers

- No guest speakers

Special Events On-Campus

- Grocery bingo is for all WSU students to play bingo and win groceries. UPAC members can’t win during grocery bingo but you are there to help check the bingos.
- We will be having a grocery bingo for UPAC members soon.
- Back to School Grocery Bingo
  - September 18th at 7:00pm
  - In the Smaug
- Brooke makes a motion to host Back to School grocery bingo Thursday September 18th at 7pm in the Smaug, spending no more then $300.
  - Seconded by: Ashley Brotherton
  - No discussion
  - Motion passes unanimous
- Questions:
  - How do we get money for the groceries?
    - We have a UPAC budget already

Special Events Off-Campus

- First off campus event is Twins game
- Twins tickets on sale Monday
  - $10 per ticket
  - 2 tickets per student
  - Bus captain
    - Is a UPAC member that is in charge of the bus and everyone on the bus.
    - You will arrive 30 minutes before the bus departure.
    - Bring movies on the bus for everyone to watch.
    - We do not allow alcohol on the bus so you can check their bags or turn people away if they are really intoxicated. On the way home if they are intoxicated you are required to take them back to Winona.
- Board members will be in all office hours so ask for help when selling tickets.
- If you make a mistake when selling tickets just put a note in Emily Bischof’s box letting her know what happened.
- How to use the Ticket Tracker
  - Click on the event
  - Check each ticket with the computer before giving the ticket to the student
  - Fill in the name and last name, warrior ID, Phone number, Email
  - Click if it is a UPAC sale
Payment method is very important
  - Click on cash, check, or purple pass

Concerts
- Hopefully everyone had a nice long weekend!
- Working on a fall concert
  - Will go more in detail when we get to Purple rooms for privacy reasons

PR Print
- When in the office make sure you are hanging up posters or chalking.
- Hanging poster tutorial
  - Hang the tape horizontally not vertically
  - Put tape on all 4 corners
  - Grocery bingo and dirty dancing posters will be in the office this week to hang up

PR Tech
- Be careful with the Mac in the office.
- Webpage is being updated
  - [www.winona.edu/upac](http://www.winona.edu/upac)
- Friend/follow the board on Facebook and Twitter. We love new friends!
  - Emily Meskan
  - Brittany Bieber
  - Megan Derke
  - Chris Doffing
  - Claire Exley
  - Maggie Halberslaben
  - Brooke Maher
  - Emily Bischof

Accounts
- Total- $80,067.88
- SE On- $11,000
- SE Off- $9,775
- Concerts- $10,000
- PR- $2,526.38
- AD- $1,290.68
- Feel free to ask her any questions if you are interested in our budget.

Assistant Director
- During your office hours we will have snacks and drinks in the office.
  - If you want anything in the fridge or in the snack bin you can put $0.25 per item in the container on top and grab it.
It is privileges for you to get drinks and snacks in the office for cheap so make sure you pay for it. We will stop putting it in the office if people take advantage of it.

- Retreat sign-up after the meeting
  - 10-3pm on September 14th
  - We have to be at Lake Lodge by 10:30am
- The sign up sheet will be in the office all week. Please check your schedules and sign up!
- It will be a lot of fun!

**Director**

- Committees are tonight.
  - Concerts Committee
  - Special Events Committee
- Member folders will be passed out at the end of the meeting.
  - We will fill out the forms tonight.
- Office hours
  - Start tomorrow!
  - You will have to do an office hour once a week
  - You can eat in the office but make sure to throw your trash outside the office.
- Rules for the office.
  - No headphones
  - No sleeping
  - Do UPAC work first before homework
  - No profane or vulgar language
  - At least one person needs to sit at the window at all times
  - Only be in the office when it is your office hour, unless you are doing UPAC work
  - Only UPAC members are allowed in the office
  - Answer questions politely
  - Please do not lend out our office supplies
  - If no one shows up for the office hour after you, please contact a board member.

**Joe/Tracy**

Tracy:

- Here are a bag of goodies with a flier and screen cleaners for everyone to take.
- What is Warriors lead series?
- It is for all students on campus.
- Why is it important?
- Leadership is so important right now due to finding a job in the future.
- It is during both semesters. You can do it either semester.
  - Registration is due September 17th and there is no application.
3 programs you can sign up to participate in

- Emerging Warriors
  - Any student who want to explore their personal leadership
  - Thursdays 3:30-5pm
  - October 10th and 11th is a required retreat

- Developing Warriors
  - Geared towards Club and organization officers. You don’t have to be one now, but interested in be a officer in the future.
  - 8 worships to learn how to be an effective officer
  - Tuesdays 3:30-5pm

- Advancing Warriors
  - Open to juniors and seniors or if you completed the other two.
  - Help practice your leadership in an setting.
  - 3 different Mondays 3:30-5:00pm
  - Retreat is on October 3 and 4th

Meeting Adjourned at 5:29pm.