Student Activity and Service Fee Advisory Committee
Fact Sheet

ORGANIZATION:

A. Organization Contact Information
   1. Address
      UConnPIRG
      University of Connecticut Student Union Rm.214
      U-Box 3008
      2110 Hillside Rd., Storrs, Ct 06269
   2. Phone number
      (860) 486-5002
   3. Fax number
      N/A
   4. Web address
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B. History/Mission of Organization
   1. History
      Since its founding in 1974, the University of Connecticut Public Interest Research Group has, with its public interest advocacy and civic engagement mission, pursued the promotion of an ethic of civic responsibility by actively engaging students on a broad range of issues, including global warming, hunger and homelessness, public health, participation in democracy, the cost of textbooks, and improving public transportation at the state and local levels. In doing so, UConnPIRG has made a significant contribution to fulfilling the University of Connecticut's mission of education, research, and public service.

      UConnPIRG is unique among organizations on campus in its structure. Being an organization dedicated to creating a culture of activism and generating concrete change on a wide range of public interest issues, we consider ourselves to be a staple of the university experience in the manner a student government, radio station, newspaper, yearbook, or event programming board might be. Because of that, the UConnPIRG fee is a waivable fee, allowing students the option to waive if they are so inclined. Additionally, UConnPIRG has, since its inception, run self-imposed student support reaffirmation votes every three years to stay accountable to the student body. Every vote so far has seen a majority of students voice their support for UConnPIRG's ongoing operation on campus. Ultimately, UConnPIRG works to represent the interests of UConn students with resources and infrastructure that other organizations do not provide.

      UConnPIRG tackles the issues of the day, working towards its mission by hiring professional staff to organize, advocate, and do research with students at UConn as parts of campaigns that UConn students propose and manage. UConnPIRG regularly
interacts directly with a majority of the student body every semester and engages as many as a quarter to take action.

UConnPIRG has numerous accomplishments. Early accomplishments include helping pass the original Bottle Bill and the first in the nation New Car Lemon Law. Some of our most recent victories include pushing to pass a bill to increase recycling and reduce air pollution in CT, successfully urging McDonald's, KFC, and Subway to stop using meat raised with the routine overuse of antibiotics, working with the university administration to begin an Open Education Resources pilot program at UConn and passing an Open Education Resources pilot bill at the state level, and passing the nation's first Student Loan Bill of Rights through the CT general assembly. Most recently on the Federal level, UConnPIRG activists helped to pass a $5 million grant in the Federal budget for a pilot Open Education Resources program. Additionally, UConnPIRG spearheaded the New Voters Project in 2016 and 2018 on campus, registering 2,500 students and doing get out the vote work that saw turnout at the Mansfield Community Center polling station increase 20% in 2016. In 2018, we registered over 2,000 students to vote and saw a 90% increase in student voting in Mansfield compared to the 2014 midterm elections. During the spring semester in 2019, we won our reaffirmation with 60.41% of the vote. We also saw a statewide plastic bag ban passed in the Connecticut General Assembly.

2. Mission Statement

The mission of UConnPIRG is simple and twofold: to win real, concrete change on public interest issues and to engage, educate, and empower students to create a culture of activism and civic engagement.

C. Student Fees - dollar amount students pay per year

Full time, fee-paying undergraduates at the UConn Storrs Campus pay $5.00 per semester ($10.00) per year. This fee is waivable on the fee bill.

D. Eligible Participants - what students may participate in your activities?

All students, regardless of whether they pay the fee, are eligible and benefit from the work our organization accomplishes. Any student of the University of Connecticut attending the Storrs campus that pays the UConnPIRG Storrs fee is considered a member of the organization. Students may participate by volunteering, interning, or taking on organizational leadership within UConnPIRG. Many students participate simply by taking action, attending events, or signing up for our email
list. All students have the option of attending our weekly Core and campaign meetings.

E. Governance (please identify the governance structure of your organization and identify those who are students and those who are not students)

1. Executive Officers

All executive officers are full time fee-paying undergraduate students at the Storrs Campus. The four executive officer positions are:

Chair (COO): Emily O'Hara
Vice Chair: Jessica Gagnon
Treasurer (CFO): Sam Donahue
Secretary: Michael Katz

We have added new leadership positions, each centered on a particular area in the chapter. The positions are designed collectively to support the executive officers, as well as provide more leadership opportunities for interested students in the chapter. All cabinet members are fee-paying undergraduate students. The cabinet positions are as follows:

Social Chair: Chadwick Schroeder
Office Manager: Elizabeth Turano
Treasurer's Assistant: Rachel Cormier
PR/Communications Director: Kyleigh Hillerud
Retention Manager: Dylan DeMoura

2. Board of Directors

The Board of Directors, known as CORE, is comprised of all voting members of UConnPIRG. The requirements to participate in voting at CORE are as follows:

- Person must be a member of UConnPIRG (as defined above in Section D).
- Person must be a student at the UConn Storrs Campus.
- Person must exhibit general participation in the organization (i.e. an officer, campaign coordinator, tactical coordinator, intern, or active volunteer)
- Person must have attended at least one other Core meeting within the last three academic months to be eligible to vote

3. Paid Positions

Currently, there are no paid positions within the organization. However, our organization has decided to start paying Executive Board and Cabinet members effective at the start of FY21. This is a major shift in our organization, but we felt it was necessary for the following reasons:
1. Job Attractiveness

Students in our organization get involved to become better activists, and to make tangible social change here at UConn on the issues they care about as students. Certain jobs like Treasurer or Treasurer’s Assistant involve a lot of administrative and financial work, the kind of work that most students in the organization aren’t interested in doing. By offering paid positions, we’re hoping to incentivize more students to run for those positions that generally aren’t as attractive to our members.

2. Accountability

Making our chapter leadership positions paid will instill a greater sense of accountability among our chapter leaders. Each position will have a list of payable activities, and the students in those positions will have to demonstrate proof of completion in order to be paid for completing those activities.

3. Inclusivity

There are some students who can only volunteer, and can’t pursue more leadership opportunities with the chapter because they work part-time. Currently, there is an opportunity cost associated with all leadership activity, every hour spent volunteering time for UConnPIRG is time that could have been spent working a part-time. Paying our chapter leaders will eliminate this opportunity cost, and create a more inclusive environment for those students who must work part-time in order to make ends meet.

Student Officers (Elected Positions) paid:

- **Chapter Chair**
  - Hourly wage of $15.35
  - Based on University’s student wage tier system (Class III wages)
  - Works a maximum average of 12 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- The chapter chair is required to be an independent, proactive worker. The position requires a major time-commitment for meetings with the Campus Organizer, student leaders in the chapter and other organizations, and ensuring the smooth day-to-day operations of the chapter. The chapter chair is required to meet with students, faculty, and administrators in times of crisis and conflict, which requires greater responsibility, accountability, and flexibility. Because of the independence and difficulty of the job, we have classified the position as Class III, with an hourly wage of $15.35. The chapter chair will also be responsible for preparing the payroll for the chapter Treasurer.

- **Vice-Chair**
  - Hourly Wages of $15.35
  - Based on University’s student wage tier system (Class III wages)
- Works a maximum average of 9 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- The Vice-Chair is similarly required to be an independent, proactive person in their role. While requiring slightly less time than Chapter Chair, it is still a major time commitment. The Vice-Chair is responsible for the leadership development of the chapter, which includes administering our Activist Leadership Program, and supporting the Chapter Chair. Because of the independence required by the position, it warrants Class III wages.

- **Treasurer**
  - Hourly Wages of $15.35
  - Based on University’s student wage tier system (Class III wages)
  - Works a maximum average of 12 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- The Treasurer is the CFO of our organization. As a result, they oversee all financial operations of the chapter, prepare the chapter budget, and ensure compliance with TSOS rules. This is a position that requires a major time-commitment, knowledge of University financial procedures and practices, and an ability to effectively communicate those procedures and practices to the rest of the chapter. Additionally, the chapter Treasurer is responsible for overseeing the work of the Treasurer’s Assistant. Because of the technical difficulty and responsibility of the position, it warrants Class III wages.

- **Secretary**
  - Hourly Wages of $15.35
  - Based on University’s student wage tier system (Class III wages)
  - Works a maximum average of 9 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- The Secretary is responsible for drafting and uploading the minutes of the organization at CORE meetings, and for being the primary point of contact for official chapter communication. This is an independent position that requires the knowledge and ability to record sufficient organizational minutes, and to make those minutes available in compliance with Student Activities requirements. In addition, sufficiently prepared minutes are required for every transaction made by the chapter. Because of this, the position warrants Class III wages.
Appointed Student Positions Paid

- **Social Chair**
  - Hourly Wages of $13.35
  - Based on University’s student wage tier system (Class II wages)
  - Works a maximum average of 5 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- **The Social Chair’s primary responsibility is for planning and executing social events for the chapter in order to promote bonding and retention. Examples of this include group lunches on the weekends, or a chapter trip to the Storrs Adventure Park. The person in this position must be an independent and proactive worker. However, the job has more direct supervision, as all cabinet members report to the Executive Board. Therefore, the position warrants Class II tier wages.**

- **Office Manager**
  - Hourly Wages of $13.35
  - Based on University’s student wage tier system (Class II wages)
  - Works a maximum average of 4 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- **The Office Manager is responsible for maintaining the cleanliness and organization of the chapter office. In addition, the Office Manager keeps track of office inventory and equipment, and proposes purchases to the CORE for Office Supplies and Equipment.**

- **PR/Communications Director**
  - Hourly Wages of $13.35
  - Based on University’s student wage tier system (Class II wages)
  - Works a maximum average of 6 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

- **The PR/Comms Director is responsible for overseeing all chapter visibility/social media functions. They review all chapter social media posts, help design visibility materials, and plan/run weekly communications meetings.**

- **Treasurer Assistant**
  - Hourly Wages of $13.35
  - Based on University’s student wage tier system (Class II wages)
  - Works a maximum average of 7 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an
• The Treasurer’s Assistant is responsible for assisting/supporting the chapter Treasurer in their role as financial steward of the chapter. Specific duties include but are not limited to, assisting in preparation of purchase requests, preparing disbursement requests for reimbursing chapter students, and serving as a point of contact for chapter members with questions.

• **Retention Manager**
  - Hourly Wages of $13.35
  - Based on University’s student wage tier system (Class II wages)
  - Works a maximum average of 6 hours per week over the course of a semester (can exceed for individual weeks to account for spike in workflows, but cannot exceed over the course of an entire semester)

• The Retention Manager is responsible for tracking attendance at all chapter meetings and events, as well as planning ways to improve attendance and retention throughout the semester. They summarize their findings and report them to the Executive Board.
Storrs Student Activity Fund
Budget Narrative Questions

Please answer the following questions in support of your budget proposal:

1. How are you spending your funds now? Briefly describe the programs and services provided.

   UConnPIRG works with students, faculty, and community members, as well as a network of nonprofits including ConnPIRG, U.S. PIRG, and Environment Connecticut to run and win campaigns on important public interest issues. In addition, we provide valuable training and experience for students in the areas of leadership, civic engagement, and community organizing. Students are offered an internship with UConnPIRG that engages students in real-world skills through both on and off campus activism.

   The majority of our funds are spent on contractual campaign services from the state organization ConnPIRG. These campaign services encompass almost all of the training, materials, and staff hours necessary to run effective campaigns. This system was put into place starting with FY14, and is still being worked on to improve efficiency and clarity. The campaign contracts include:

   - Specific campaign expenses, such as posters and other advocacy materials, a website and professional email management systems;
   - On-campus programming and events.
   - Contracted staff time to work with the UConnPIRG chapter on campaigns. UConnPIRG only pays for time and materials that engage and directly benefit UConn Storrs students.

Besides the contractual services, the remainder of our funds are spent on:

   - Office materials, campaign materials not accounted for in campaign packages, travel expenses, equipment, and other similar expenses.

The timeline for the process is as follows:

   - Close to the end of each semester, UConnPIRG members determine a campaign mix they want to run on campus for the next semester. These campaigns are selected from a number of campaign proposals written by students.
     - The typical amount of campaigns run is five to six: one statewide lead campaign, four other campaigns, and sometimes a campaign of “quick hit” efforts designed to be run on a smaller scale or as a collection of shorter actions.
   - UConnPIRG communicates this campaign mix to the state organization ConnPIRG. ConnPIRG creates purchase orders with prices for these campaigns according to the campaign proposals submitted, and how UConnPIRG wants each campaign to be prioritized on campus.
   - Towards the end of the semester, UConnPIRG members consider the purchase order prices, and if they are found to be agreeable, vote to approve the eventual expenditure pending services rendered. If they are not satisfactory, negotiation will take place between UConnPIRG and ConnPIRG until an agreement can be reached.
   - Campaigns are implemented and run on campus over the course of the semester.
   - ConnPIRG invoices UConnPIRG by the end of the semester for the resources for each campaign and the general non-campaign services that engage students on campus. Depending on how the campaigns unfold, deliverables received may differ from the preliminary items on the purchase order but they cannot exceed the amount on the purchase order. If so, adjustments are made on the invoice.
1. Campaign Coordinators work with the Treasurer to ensure that each invoice accurately reflects how the campaign was implemented, and is fully documented.

- UConnPIRG votes to approve invoiced amounts once they are reviewed. This occurs at the end of the semester in which those campaigns are run.

2. Please explain any significant changes in your budget/spending plan for FY20 (July 1, 2019-June 30, 2020) and for FY21 (July 1, 2020-June 30, 2021) fiscal years.

   Significant changes to the spending plan for fiscal year 2020 include:

   - $300 budgeted for printing. We did not have any originally budgeted, but then incurred actual printing costs in FY19. We want the budget to reflect those actuals.
   - Increased Supplies – Organization to $2,000, and eliminated budgeted amount for Supplies – Events/Programs. We essentially added the amount eliminated from Supplies – Events/Programs to Supplies – Organization. This better reflects actual amounts reflected in FY19.
   - Changed Contractual Services – Organization to $100,000 for FY20, and $140,000 for FY21. The amount for FY20 was based on estimated purchase orders for the Fall for around $30,000, and $70,000 for the spring. We executed the purchase orders late, and had to end our Save the Bees campaign, so this limited the amount ConnPIRG could bill us for in the invoice. For the Spring, we’re anticipating Purchase Orders roughly around $70,000 given our campaign number and mix. We used this $70,000 to budget for the amount in FY 21.
   - Changed Contractual Services – Events/Programs to $15,000. We want to budget $30,000 a year for a series of speakers throughout the year. We did not have any in the Fall semester, but will likely have some in the Spring. Therefore, only have the annual budgeted amount was included for FY20. Going forward, when we get a better idea of how much speakers cost, we will modify the amount budgeted. But for now, we will use an estimate of $30,000.
   - Changed Equipment – Capital to $80,000. Originally, our chapter wanted to just update the layout and furniture of our office. But our computer is outdated, and our updated floor plan includes room for 2-3 computers. Having a single computer limits our ability to get work done efficiently if multiple people need to use it. Additionally, we are looking to upgrade our printers. As a result, we increased our budget for capital equipment to $40,000 for only FY20.
   - We increased Wages – Student to $31,000. We want to start paying our Executive Officers and Cabinet members starting in FY21. We arrived at $31,000 by taking each paid position’s maximum average weekly hours per week, multiplied by the corresponding pay rate, multiplied by 15 weeks a semester, multiplied by 2, and added all together. We want to make our organization’s leadership position more attractive, more accountable, and more inclusive. Paying the people in those positions will accomplish this.

3. Do you anticipate any changes in income from other sources (non-student fee) during the FY20, FY21 and FY22 fiscal years? If so, briefly explain.

   We don’t anticipate any income from other sources over the next three fiscal years.

4. What are the current and projected levels of your reserves/fund balances? If you have a fund balance, please describe the use/purpose of these resources.

   The fund balance at the start of fiscal year 2020 was $448,745, with a projected balance at the end of the year of $351,855 for a fiscal year fund decrease of $96,890. This high starting fund balance is a result of insufficient documentation from ConnPIRG over the past few years, as well as a culture of frugality concerning spending funds on equipment, refreshments, and supplies for students at the chapter level. Both
of these issues are actively being addressed—with ConnPIRG providing more documentation for their services provided, and UConnPIRG having a renewed focus on providing services to students in the immediate time and piece. While trying to address these issues last year, the executive board took a step back from our relationship from ConnPIRG the vendor. This resulted in many miscommunications about the campaigns and our purchase orders. Additionally, last year we were without an organizer for the majority of the time, which greatly decreases our capacity for spending money on contractual services. This year we are focused on maintain a closer relationship with ConnPIRG and keeping constant communication between us and ConnPIRG. As such, we expect our fund balance to dwindle as we solidify the ConnPIRG payment structure and spend more on things such as office supplies and travel expenses. However, we would also like to maintain some level of fund balance so that we can run impromptu campaigns—the nature of PIRG is such that if a major social issue arises, or a new avenue for effecting change on an existing issue opens, we should be able to address it and devote resources to it, even if such an issue couldn’t possibly have been considered in the budget plan. An example of this is when the university budget was slashed by $300 million and we ran a very fast, very quick campaign to mobilize students to protect our budget. In addition to this is the top priority of the current executive board and is considered to be of the upmost importance.

5. Please describe the organizational priorities in your proposed FY22 budget. Are there any concerns/issues the Committee should be aware of when reviewing your budget?

Our primary goal for the operating budget is to use our acquired surplus to invest into our operations and student members so we can continue to better serve the UConn community in the modern age. We plan on renovating our office space to make a more functional space and leave future leaders in a better, more effective state. We also plan on investing in sponsoring more travel and service learning, open to not only our member base but the entire community to help foster an active and involved campus community, as well as give future organizational leaders the skills and experience needed to continue growing a strong and effective campus organization. We also plan on an increase in operating budget as we continue to host more and more campus wide events like panels, film screenings, and a speaker series in conjunction with various departments on campus to help enrich the campus community.

6. Are you proposing an increase in your organization fee for FY22? If yes, please provide the rationale for your request (include any information regarding the limits of your organization if the fee increase is not approved). What steps has your organization taken to reduce expenses and/or increase other revenues? What is the dollar increase you are asking per year? On the budget spreadsheet, please complete an additional column for FY22 that outlines how your organization will allocate the additional revenue from the proposed fee increase.

We are not seeking a fee increase for FY21 at this time.

7. Relative to your fund balance (if you have one), what do you anticipate your accounts payable (items to pay for) and accounts receivable (money to collect) will be over the last two months of the fiscal year (May and June)?

For the UConnPIRG chapter, accounts payable will be reflective of the last University monthly bill, likely around $20.60 for the telephone charges. We don’t anticipate having any money in our accounts receivable, other than any potential student fee revenue for those last two months.

8. Please describe how students (number and/or percentage of total student population) utilize your services and/or participate in your programs? Do faculty/staff (number/percentage) benefit? Do members of the local community (number/percentage) benefit?

- While primarily working on behalf of students, the work UConnPIRG does benefits not just the campus, but also the surrounding community, state, and even nation. By working on issues that are in the public interest, we help bring about change on issues like the environment, textbook affordability, hunger and
homelessness, and democracy, which are net positives for our communities. All full-time, fee-paying students at UConn are considered members of UConnPIRG, and all will benefit from the work we accomplish. One example is the pilot textbooks program here at UConn, which has saved students over $2 million on textbooks so far.

- UConnPIRG also gives students the opportunity to make a real, significant, and ongoing impact on the most pressing issues of our day through their participation. Many student organizations provide students with the opportunity to engage on important issues, but none provide students with the opportunity to connect their involvement and action with ongoing campaigns and results like UConnPIRG does. It is one thing to collect petitions on a statewide issue, but another when those petitions are combined with a substantial media campaign, advocacy staff working with decision makers, and an institution to affect that issue for years or even decades.

- While students alone decide the issues UConnPIRG works on, and while the vast majority of people who work on UConnPIRG campaigns are students, other community members will participate from time to time. Through faculty endorsements we actively seek collaboration with faculty on our campaigns. An example of this is our textbooks campaign, who worked with the former librarian Cathy Labadorf.

- UConnPIRG provides students the opportunity to build and develop skills not taught in the classroom. It is one thing to learn how a bill becomes a law, and another to learn how to deliver effective testimony before a legislative committee. Students involved with UConnPIRG learn civic engagement skills including advocacy, grassroots organizing, running meetings, and recruiting volunteers, working with the media, building coalitions and more.

- Students have the opportunity to work on these campaigns and gain these skills as volunteers but also as interns, on both a for-credit and not-for-credit basis. Doing this work as an intern gives student the opportunity to devote more time and learn more than they otherwise would be able to as a volunteer. It also gives students the opportunity to more directly link the work they do with UConnPIRG with their academic experience by working with faculty sponsors. We also have a longstanding relationship with several members of the faculty, especially within the Department of Sociology, as well as having unique relationships with Dean of Students Daugherty and Vice President of Student Affairs Michael Gilbert. Participating interns can earn up to 7 credits in a semester for their work.

- Students and community members have the opportunity to participate in UConnPIRG campaigns even while not volunteering, interning or taking organizational leadership. Thousands of students will go through their campus career never going to a UConnPIRG meeting or volunteering, yet will sign petitions, take action online, donate to charity, or take other small actions to participate in our campaigns.

- Students and community members benefit from the educational work UConnPIRG does. Every semester, UConnPIRG does approximately 100 classroom presentations about our priority campaign for the semester, educating thousands of students about an important issue that affects their lives. Over 5,000 UConn students are currently on our email list, getting regular communications about the work we are doing. Every time a student signs a petition or takes a similar action, we educate them about a specific problem as well as a solution and opportunities for them to get further involved. Our campaigns regularly involve educational components such as speakers, informational tables, and media events. The media attention we generate for our campaigns educates students and community members.

- Our collaborative efforts with other students and community organizations help develop a more civically engaged community. We work closely with the Office of Sustainability when developing and implementing tactics for our Zero Waste and 100% Renewable Energy campaigns. We often collaborate with the Undergraduate Student Government and encourage them to act on bills that benefit student advocacy. We explicitly executed a civic engagement event with the Student Government called “HuskyEngage,” which involved students from UConn Storrs and UConn Hartford. By actively engaging in the community and helping to create a community that encourages civic participation, we help create more opportunities for students to be involved whether through us or through other organizations.

- We estimate that about 5% of the student body directly volunteer with us during their time at UConn and that we engage with at least 25% of the student body on political actions. The victories that we win on public interest issues, however, are meant to benefit 100% of the student body, UConn community, and local community.
• Faculty and staff often utilize our events as learning opportunities, offering film screenings and panels as extra credit opportunities for students. Departments often co-sponsor these events, which often times are offered as honors events as well.

9. Was an audit for your organization performed by the University's Office of Audit, Compliance and Ethics in the last three fiscal years? If so, please list the date the final Audit report was submitted to you, and provide a list of any financially related Recommendations. If any of the Recommendations are still open, please provide a status report.

• The last audit performed on UConnPIRG was in 2011. Following the recommendations of that audit, our funding was administratively revoked. We worked to comply with the recommendations in a satisfactory manner, and led a student referendum to have our funding reinstated in the spring of 2013. All concerns and recommendations in the audit have therefore been addressed. No current chapter members were present for this audit and subsequent revocation.

10. Is there any additional information that the committee should be aware of in reviewing your budget proposal?
• As mentioned in Question 2, UConnPIRG is trying to use resources to better support student grassroots efforts on this campus while updating goals based on student feedback. Rather than reserving almost all funds for the payment of contractual services to ConnPIRG, the chapter has been, and plans to continue to, purchase equipment and supplies for use by students in the UConnPIRG chapter. Such equipment includes an office PC and printers usable by any chapter members, as well as desks and tables to accommodate a better and more welcoming workplace for students. This aims to create an overall improved experience for new volunteers, as well as reduce the economic barriers to participation faced by students.

We, the undersigned, confirm we sought input from our constituents and members via an item on a meeting agenda. Further, we attest that this budget packet was presented to, and approved by our organization at an open meeting on the following date: ________________.

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20 at 7 pm in SU 304A. There will be free t-shirts, and this has been designated as an Honors event.

4. Affordable Textbooks
   a) Erin McConnell announces that the campaign will have a faculty canvassing day on November 21 from 3-6 pm, and she will likely remind everyone with a message in the UConnPIRG GroupMe.

5. 100% Renewable Energy
   a) Julia Ward reiterates the campaign’s awareness event on November 20 at 5 pm, where the 2018 carbon emissions report will be discussed. Representatives from other student organizations may attend, and the event will be filmed (although not by UCTV).
   b) Albee notes that he, Parth Patel, and Venkata Patchigolla will give presentations.
   c) Hillerud clarifies that the event will take place in SU 304D.
   d) Gagnon (Vice Chair) notes that this week’s activist class attendees will likely attend the event, which should be catered (although he expresses uncertainty of this fact).

C. Secret Snowflake
   1. Chad Schroeder asks Core to take out their phones and scan the QR code as displayed on the projector to partake in this year’s holiday gift exchange, which will take place during December 2’s Core meeting. He claims that he will send an email about it tonight. Last week’s email included a form that allows participants to list their interests. Chad implores Core to complete said form by tomorrow for the sake of matchmaking and to order their randomly selected partner’s gift soon.
   2. Gagnon (Vice Chair) clarifies that this year’s maximum individual budget is $10-$15, so everyone should participate if interested and be creative in their gift ideas.
   3. Schroeder reminds Core to be mindful of people’s food allergies.

IV. Business
   A. Approval of 11/11/19 Minutes
      1. Michael Katz (Secretary), citing his insensitive word choice, proposes that he substitute “shames” with “warns” in the “Weekly Warning” section of the 11/11/19 minutes.
      2. Gagnon (Vice Chair) motions to approve the amendment to the 11/11/19 minutes.
      3. Hillerud seconds.
      4. Motion passes unanimously.
      5. Gagnon (Vice Chair) motions to approve the amended minutes.
      6. Hillerud seconds.
      7. Motion passes unanimously (McConnell abstains).

   B. SFAC Budget
      1. Samuel Donahue (Treasurer) explains that the Student Fee Advisory Committee oversees UConn’s fee bill charges, including the UConnPIRG fee. The chapter chair and treasurer must prepare and present the budget.
with questionnaire and fact sheets, and Core must approve said budget. Donahue (Treasurer) displays a spreadsheet of the proposed budget for fiscal years 19-22, clarifying that 20 is the current fiscal year. He outlines the new student wages charge, which would go into effect in fiscal year 21. There have been internal discussions about compensating executive board and cabinet members financially, and the projections are based upon specific wages and hours that Donahue (Treasurer) has devised for each position.

2. Gagnon (Vice Chair) clarifies that this new charge will not affect current executive board and cabinet members. It is being proposed as a means of respecting these student leaders’ time commitment and increasing the positions’ inclusivity and accessibility. Although nothing has been decided definitively, the charge must be accounted for within the budget estimates.

3. Donahue (Treasurer) transitions to the budget questions sheet, where he outlines some specific adjustments to the previously proposed budget. He has added a $300 printing expense, merged separate $1,500 and $500 supply expenses to better reflect the incurring total of $1,856 in actual expenses, and modified the contractual services charge to better reflect the purchase orders. He has also changed the event/program-based contractual charge to $15,000 and accommodated for new office furniture and computers in his modified $80,000 equipment charge. He notes that the current surplus stands around $450,000.

4. Gagnon (Vice Chair) motions to approve UConnPIRG’s proposed SFAC budget for fiscal years 19-22.

5. McConnell seconds.

6. Motion passes unanimously.

C. Catering for Spring 2020 Recruitment Drive Baby Kickoff

1. Gagnon (Vice Chair) reads a statement from Keller, who will coordinate next semester’s recruitment drive. On the first Sunday of the Spring 2020 semester, UConnPIRG will hold a “baby kickoff” for recruits to learn about the campaigns and receive tactical training. This will also provide an opportunity for volunteers across different campaigns to interact with and befriend one another, and having food will only provide further incentive for people to attend.

2. Gagnon (Vice Chair) motions to approve up to $100 for pizza for UConnPIRG’s Spring 2020 recruitment drive baby kickoff.


4. Discussion
   a) Donahue (Treasurer) inquires about the type of pizza, to which Gagnon (Vice Chair) suggests an as-of-yet undetermined assortment from Sgt. Pepperoni.

5. Motion passes unanimously.

D. October 2019 Monthly Bill
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY19 Actual Amount</th>
<th>FY20 Original Amount</th>
<th>FY20 Updated Amount</th>
<th>FY201 Original Amount</th>
<th>FY201 Updated Amount</th>
<th>FY202 Projected Amount</th>
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<td><strong>152,000</strong></td>
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</tbody>
</table>

| 601    | Donations                               |                    |                      |                     |                       |                      |                        |
| 602    | Dues                                    |                    |                      |                     |                       |                      |                        |
| 603    | Gifts                                   | 100                | 100                  | 100                 | 100                   | 100                  | 100                    |
| 606    | Photocopying                            | 30                 | 30                   | 30                  | 30                    | 30                   | 30                     |
| 605    | Postage                                 | 10                 | 10                   | 10                  | 10                    | 10                   | 10                     |
| 604    | Printing                                | 264                | 300                  | 300                 | 300                   | 300                  | 300                    |
| 607    | Promotional Items                       | 4,535              | 22,000               | 22,000              | 16,000                | 22,000               | 22,000                 |
| 608.1  | Refreshments - Organization             | 51                 | 5,000                | 5,000               | 4,000                 | 5,000                | 5,000                  |
| 608.2  | Refreshments - Event/Programs           | 611                | 1,000                | 1,000               | 1,000                 | 1,000                | 1,000                  |
| 609    | Subscriptions                           |                    |                      |                     |                       |                      |                        |
| 610.1  | Supplies - Organization                 | 1,821              | 1,500                | 2,000               | 1,500                 | 2,000                | 2,000                  |
| 610.2  | Supplies - Event/Programs               | 268                | 350                  | 350                 | 350                   | 350                  | 350                    |
| 611    | Telephone                                |                    |                      |                     |                       |                      |                        |
| 612    | Advertising                              |                    |                      |                     |                       |                      |                        |
| 613    | Awards and prizes                        |                    |                      |                     |                       |                      |                        |
| 615.1  | Contractual Services - Organization     | 24,565             | 180,000              | 100,000             | 180,000               | 140,000              | 140,000                |
| 615.2  | Contractual Services - Event/Programs    | 30,000             | 15,000               | 30,000              | 30,000                | 30,000               | 30,000                 |
| 616    | Co-Sponsorships                          |                    |                      |                     |                       |                      |                        |
| 617.1  | Cost of Food Sold                        |                    |                      |                     |                       |                      |                        |
| 617.2  | Cost of Merchandise Sold                 |                    |                      |                     |                       |                      |                        |
| 617.3  | Cost of Participation                   |                    |                      |                     |                       |                      |                        |
| 617.4  | Cost of Services Sold                    |                    |                      |                     |                       |                      |                        |
| 621    | Registration Fees                        | 529                | 1,250                | 1,250               | 1,250                 | 1,250                | 1,250                  |
| 622    | Entry Fees                               | 428                | 1,000                | 1,000               | 1,000                 | 1,000                | 1,000                  |
| 624    | Travel                                  | 1,509              | 10,000               | 10,000              | 8,000                 | 8,000                | 8,000                  |
| 625    | Equipment/Durable Goods                  |                    |                      |                     |                       |                      |                        |
| 626    | Equipment - Capital                      |                    |                      |                     |                       |                      |                        |
| 627    | Insurance                                |                    |                      |                     |                       |                      |                        |
| 628    | Repairs and Maintenance                  |                    |                      |                     |                       |                      |                        |
| 629    | Utilities                                |                    |                      |                     |                       |                      |                        |
| 630    | Penalties and Fines                      |                    |                      |                     |                       |                      |                        |
| 631    | Miscellaneous Expenses                   |                    |                      |                     |                       |                      |                        |
| 632    | Change Funds                             |                    |                      |                     |                       |                      |                        |
| 649    | Business Taxes                           |                    |                      |                     |                       |                      |                        |
| 642    | Wages - Student                          |                    |                      |                     |                       |                      |                        |
| 643    | Wages - Non-Student                      | 5,800              | 7,200                | 7,200               | 7,200                 | 7,200                | 7,200                  |
| 645    | Wage Taxes - Non-Student                 |                    |                      |                     |                       |                      |                        |
|        | **Total Expenditures**                   | **40,381**         | **303,590**          | **248,890**         | **254,590**           | **245,040**          | **245,040**            |
|        | Revenues - Expenditures = Change in Fund Balance | **118,899** | **(151,590)** | **(96,890)** | **(102,590)** | **(93,040)** | **(93,040)** |
|        | Fund Balance at Start of Year            | 329,846            | 306,486              | 448,745             | 154,896               | 351,855              | 258,815                |
|        | Fund Balance at End of Year              | 448,745            | 154,896              | 351,855             | 52,306                | 258,815              | 165,775                |