

**Student Activity and Service Fee Submission Form
for
Trustee Organizations (all campuses)**

Welcome to the 2022-23 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name NetID

Yelmini, Gretchen gry20002

Email

gretchen.yelmini@uconn.edu

Your Organization:

Student Bar Association

Organization Website

Organization Social Media Information

<https://www.instagram.com/uconnlawsba/>

History/Mission of the Organization

Founded in 1959, the Student Bar Association (SBA) is the student government of the University of Connecticut School of Law. Membership consists of students elected annually by the Day, Evening, and LLM Divisions of the Law School. The SBA manages a budget derived from student activities fees to support various student organizations, fund community activities, and to promote the quality of student life. In addition, the SBA selects students to serve on faculty committees, provides feedback to the administration, and is active in a multitude of issues affecting students at the Law School.

Mission

We, the students of The University of Connecticut School of Law, do hereby establish the Student Bar Association and its governing Board, whose purposes shall include:

1. The promotion of such activities as may be of interest to the student body;
2. The promotion of cordial and effective relations among students, faculty and administration of the Law School, and with the University at large, other law schools and the community; and
3. The expression and representation of student opinion on matters pertaining to the law, to the Law School and to the Student Bar Association.

Revenue

Current Fee Amount per Semester

82

Storrs Undergraduate [Fees](#)
Regional Undergraduate [Fees](#)
GSS Graduate [Fees](#)
Law Graduate [Fees](#)
SSW Graduate [Fees](#)

Is your Organization seeking a fee increase?

No

Does your Organization receive income from any source other than student fees?

Yes

From where does your Organization receive non-student fee income? Explain any current or anticipated changes in those income amounts in the current year or upcoming two years.

We collect revenue from ticket sales for the annual barristers' ball. This amount varies year to year. In FY23, we expect to collect \$8,400 in revenue, which will only be made available in the 2023–24 school year. So, in essence, we advance the total cost for the ball and then recoup an extremely modest percentage of the costs. The amount varies in terms of cost of ticket sales and the interest in planning one or two events in any given year. So, forecasting out revenue from this is difficult and we have taken a conservative approach which estimates larger expenses/collections. This is very likely to fluctuate due to the desires of various executive boards and the changing makeup of the student body.

Organizational Structure

Please upload a PDF of your current Organizational Chart.

[Officers SBA 2022-23.pdf](#)

Please indicate which positions (if any) are currently held by non-students.

None

Does your Organization pay any elected or appointed student leaders?

No

Does your Organization pay for any non-student staff?

No

Activity Participation

Who is eligible to participate in your activities?

Graduate students of a specific program(s)

Faculty/Staff

Community Members/Guests

Please describe how students (number and/or percentage) utilize your services and/or participate in your activities?

All students are at least indirectly benefited by the SBA's programs through attendance at student organization meetings with guest speakers, competitions, symposia, participation on a journal, etc. These events are broadcast through the University's web calendar in order to encourage all members of our community to participate. All SBA-funded events are also broadcast to the student body via email. Whether members of the local community attend these events is determined by the student organization hosting that particular event, but there are certainly quite a few events open to the community.

Please describe how faculty/staff (number and/or percentage) utilize your services and/or participate in your activities?

100% of faculty and staff are invited and encouraged to participate in student events and approximately 25% attend. There are events like faculty lunch series, discussions on areas of the law, and networking events that allow for student groups to invite the entirety of the law school community. It is important that they attend, as mentorship is crucial in this profession and a proactive and collaborative approach in this regard fosters professional benefits on students. The faculty and staff who attend may have ancillary benefits, like a free meal, but the true benefit is for the students themselves in terms of professional growth and greater ties to the law school community. Which will foster greater engagement and ties when they become alumni.

Please describe how members of the local community (number and/or percentage) utilize your services and/or participate in your activities?

There are 1-2 events that involve the local community. These tend to be active efforts by law students to provide counseling and engagement with residents of Greater Hartford who have less access to the legal profession. An example is the Moot Court Board will, from time to time, go to local high schools and encourage high school students from the City of Hartford to participate. This allowed for these students to get exposure to the legal profession that they might not otherwise have. Again, the benefit is truly for the students and meant as community service.

Financials

Please upload the SASFAC Excel Sheet that shows FY22 Actuals, FY23 Originals and Updated/Operating Budget, FY24 Original and Updated and FY25 projections (BLUE TAB)

[Student-Activity-Fee-Budget-Projection-Form - updated 11.19.22.xlsx](#)

Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your Organization.

The SBA currently uses its funds to support approximately fifty student organizations. Student organizations submit detailed proposals throughout the Fall and Spring semesters outlining all events that they anticipate hosting that semester. These projections include expected attendance, outside speakers or audience, and competitive vendor quotes, among other details. The SBA Budget Committee then meets to allocate available funds appropriately based on our bylaws and guidelines. Subsequent appeals are reviewed by the SBA Board.

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/22 when compared to the previous years budget. What are the short-term goals for the organization?

The biggest change in the operating budget has been the lifting of the pandemic-related restrictions. This has allowed for more organizations to hold events on campus, increased attendance, etc. There has been a surge in interest in community building, which has resulted in more events. We have allocated the leftover spending and are now back to our pre-pandemic levels, barring a necessary carry-forward to cover early semester costs and registration fees to avoid insolvency.

Our goals are to work collaboratively with student organizations to budget more appropriately, host fewer events of greater interest, and use the next year to assess whether funding is appropriate at the current fee levels.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

The change to Concur from our previous checking accounts has been fraught with challenges. I highly recommend a return to the previous way of doing business. This system prioritizes Storrs to the detriment of the regional campuses, the students who take on the unpaid labor of being stewards of these activity fee dollars, the staff at these schools and, especially, the students who have to advance their own dollars and wait to be reimbursed. This also removes needed autonomy for professional schools, like the Law School, to maintain oversight over their dollars without unneeded interference from other areas from Storrs/the greater entity that is UConn. No offense to you all, but you do not know how we operate (e.g., scheduling the deadline for this submission to coincide with finals, which is again, unfair to students, and deprioritizes their needs over your own.)

A checkbook allows for much faster reimbursement and an accurate accounting of these dollars that the current system, which was forced upon us, lacks.

For some further information, here are the specifics:

The recent closeout of our Bank of America stand-alone checking account has impacted the operations of the SBA significantly.

All facets of our operations have been impacted – expense recognition, the timeliness of personal expense reimbursements, and financial reporting.

Concur has proven to be very time-consuming, tying up resources and has caused significant changes to procedures and workflows.

Furthermore, these procedural changes have come at a time of UConn Law Admin staffing challenges – with retirements and vacancies adding to the issues listed above.

Delays in expense recognition is the biggest issue – and has negatively impacted our ability to forecast.

Budget vs. actual expense tracking/reporting is not nearly as precise as it once was, causing additional work to be performed to determine our true cash position.

What are the top 3 expenditure categories for your Organization?

608.2- Refreshments-Events/Programs
610.2- Supplies/Materials- Events/Programs
615.2- Contractual Services- Events/Programs

What are the top 3 expenditure categories for your Organization's funding of Tier 2 RSOs?

608.1- Refreshments-Org Member Only
608.2- Refreshments-Events/Programs
622.1- Registration Fees
624- Travel

As a governance Organization which funds Tier 2 RSOs, what is the approximate ratio of dollars used for your own activities vs funding? Please provide a rationale for this ratio.

The question regarding rations is difficult to answer, however approximately 90% goes to Tier 2 RSOs. All expenses in the Tier III funding are for the Ball, which is open to the entire student body. As a governance organization, we take on the labor of coordinating this event, however, it ultimately is for everyone enrolled at the law school. It is not for the operations of the Board itself.

Fund Balance and Future Projections

If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

We believe that a carry forward of at minimum \$20,000 is necessary due to the costs associated with registration fees for competitions and programming that begins in August. This carry forward is SBA's way to ensure that our fall operations can occur, as there is not a guarantee we will have our fall fee revenue by the the start of the semester.

In years past the fee bill revenue was not always received in a timely manner, so having that \$20K there at the start of the year ensures that the SBA can operate without worrying about shortfalls or insolvency.

Additionally, our SASFAC has been updated to reflect this carry-forward amount.

If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

Our projected balance would be approximately \$20,000 which is the carry-forward amount necessary to operate and fund travel and activities at the start of the fall semester. This is especially necessary because of the shift to Concur, as stated above, and we cannot get a timely projection of budget v. actual due to the delays when compared to a checkbook approach, which is, again, better for students and our financial picture.

What are your Organizational priorities that are reflected in your projected budgets for the next two fiscal years?

We want stability to carry the day while also ensuring that students enjoy the full benefits of the student activity fee.

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

No.

Advisor & FO Review and Commentary

Suggestions for Review and Editing

The SBA's CFO Grechen Yelmini and I have discussed this submission - Her opinions are strong and have been noted. I will continue to work with her to address and hopefully resolve some of the challenges addressed in this document.

Advisor/FO signature

Electronically Signed by Quinlan, Glenn (glenn.quinlan@uconn.edu) - December 9, 2022 at 2:29 PM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

November 20, 2022

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

[SBA Meeting - 11.20.22.pdf](#)

Code Description		FY22 Actual Amount	FY23 Original Amount	FY23 Updated Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Projected Amount
R e v e n u e s	501.1 General Donations						
	501.2 Foundation Donations						
	501.3 Benefit Fundraiser Donations						
	502 Dues						
	512 Advertising						
	513 Awards and Prizes						
	514 Vendor Commissions						
	515 Contractual Services						
	516 Co-Sponsorship						
	520.1 Admissions Sales			4,000	19,000	8,400	8,400
	520.2 Food Sales						
	520.3 Merchandise Sales	1,040					
	520.4 Participation Sales	1,320			4,000		
	520.5 Services Sales						
	522 Registration/Entry Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest	101						
547 Student Fees	89,987	82,000	82,000	82,000	82,000	82,000	
Total Revenues		92,448	82,000	86,000	105,000	90,400	90,400
E x p e n d i t u r e s	601 Donations						
	602 Dues		400		400	400	400
	603 Gifts						
	604 Photocopying	60	500		500	150	150
	605 Postage	58	50	60	50	50	50
	606 Printing	456	300		300	400	400
	607 Promotional Items						
	608.1 Refreshments - Organization	2,767	5,000	10,000	5,000	2,000	2,000
	608.2 Refreshments - Events/Programs	14,255	30,000	67,000	30,000	20,000	20,000
	609 Subscriptions						
	610.1 Supplies - Organization	307	250	400	250	250	250
	610.2 Supplies - Events/Programs	3,656	5,000	500	5,000	3,500	3,500
	611 Telephone						
	612 Advertising						
	613 Awards and Prizes	400	400	764	400	400	400
	615.1 Contractual Services - Organization						
	615.2 Contractual Services - Events/Programs	32,706	35,000	30,550	35,000	35,000	35,000
	616 Co-Sponsorships						
	617.1 Cost of Food Sold						
	617.2 Cost of Merchandise Sold	1,040					
	617.3 Cost of Participation						
	617.4 Cost of Services Sold						
	622.1 Registration Fees	8,559	10,000	10,000	10,000	10,000	10,000
	622.2 Entry Fees	1,845					
	623 Rental						
	624 Travel	15,779	15,000	24,100	20,000	20,000	20,000
	625 Equipment/Durable Goods	614	500	750	500	500	500
	626 Equipment - Capital						
	627 Insurance						
	628 Repairs and Maintenance						
	629 Utilities						
	630 Penalties and Fines						
631 Miscellaneous Expenses							
633 Change Funds							
640 Business Taxes							
642 Wages - Student							
643 Wages - Non-Student							
645 Wage Taxes - Non-Student							
Total Expenditures		82,503	102,400	144,124	107,400	92,650	92,650
Revenues-Expenditures = Change in Fund Balance		9,945	(20,400)	(58,124)	(2,400)	(2,250)	(2,250)
Fund Balance at Start of Year		70,019	61,887	79,964	41,487	21,840	19,590
Fund Balance at End of Year		79,964	41,487	21,840	39,087	19,590	17,340

Student Bar Association 2022–2023

<u>Division</u>	<u>NAME</u>	<u>Title</u>
Executive Board	Ashley Basnight	President
	Keith Brown, Jr.	Vice President
	Mumina Egal	Chief Administrative Officer
	Gretchen Yelmini	Chief Financial Officer
	Kendall Kirk	Parliamentarian
	Luann Liang	ABA Representative
1LD	Brice Ashford	Class Representative
	Farah Jean	Class Representative
	Toni Ann Gayle	Class Representative
	Connor Giveans	Class Representative
1LE	Haley Anderson	Class Representative
	Christian Aviles	Class Representative
2LD	Henry Duong	Class Representative
	Joshua Crow	Class Representative
	VACANT	Class Representative
	VACANT	Class Representative
3LD	Jackie Bashaw	Class Representative
	Laura David	Class Representative
	Stephen Falcigno	Class Representative
	Jenna Pepe	Class Representative
2/3/4LE	Eric Benoit	Class Representative
	Mackenzie Lasher	Class Representative
	Philip Nicholas Mainiero	Class Representative
	Ashley Negini	Class Representative
L.L.M	Madara Melnika	Class Representative
Delegates	Santana Rocha	Non-voting delegate

Student Bar Association Board Meeting

7:00 PM, November 20th, 2022

WebEx: <https://uconn-cmr.webex.com/meet/kek17007>

Agenda

- **Parliamentarian's Report**
 - *No updates.*
- **President's Report**
 - Hiring Committee
 - Submit interview questions, if you have any, to Chair and President Ashley Basnight (ashley.basnight@uconn.edu) as soon as possible as we will be interviewing prospective candidates for Director of the CULI Clinic
 - Appointment of Corey Evans as 2L Day Student Representative
 - **Passes by 2/3 majority**
 - Appointment of Lily Pickett as 2L Day Student Representative
 - **Passes by 2/3 majority**
- **Vice President's Report**
 - *No updates.*
- **CAO's Report**
 - *No updates.*
- **CFO's Report**
 - Reallocations in Old Business
 - SASFAC Vote
 - Appeals in New Business
- **ABA Representative Report**
 - *No updates.*
- **Committee Updates**
 - **Social Committee**
 - Yearbook Committee formation
 - Email Chair and Vice President Keith Brown (keith.brown_jr@uconn.edu) if you are interested in helping out with the yearbook
- **Open Forum for Student Comments**
 - Student Question – Is the Spring Formal going to be at Mohegan Sun? If it is, how will we go about ensuring students are drinking responsibly?
 - The Spring Formal will likely be at the Mohegan Sun, however the ink has not dried on the contract so the venue of the location has not been confirmed
 - Concerns about drunk driving

- Suggestions:
 - Discounted tickets for drunk drivers if possible
 - Reach out to Uber to see if they can provide discounted vouchers
- **Old Business**
 - **Reallocations**
 - SBA - \$800 (note: this is a sports league and can only be covered at 75%)
 - SBA requests a reallocation in the amount of \$408 from the SBA x Student Affairs Collab and \$392 from the SBA BBQ for a total amount of \$800 for the WNE Law Basketball Tournament, which will be held in the Spring Semester. Teams must be registered before January 1st.
 - **Motion passes by unanimous consent (\$600)**
- **New Business**
 - **SASFAC Packet Vote**
 - CFO recommends that we not recommend to increase the student activity fee for 2024-2025 academic year
 - **Motion passes by 2/3 majority**
 - **Spring 2023 Budget Appeals**
 - ITALSA - \$200
 - Motion to allow ITALSA to apply for a supplemental funding request up to \$200
 - **Motion passes by a 2/3 majority**
 - FedSoc - \$200 (across two events)
 - Motion to allow FedSoc to apply for supplemental funding request up to \$100
 - **Motion passes by a 2/3 majority**
 - NDRS - \$150
 - Motion to allow NDRS to apply for supplemental funding request up to \$150
 - **Motion passes by a 2/3 majority**
 - PILG - \$4,800
 - Motion to grant PILG \$1000
 - **Motion fails by a 2/3 majority**
 - PPP - \$800 (across two events)
 - Motion to allow PPP to apply for supplemental funding request up to \$300
 - **Motion passes by a 2/3 majority**
 - BLSA - \$250

- Motion to leave budget as is with no chance of supplemental funding request
 - **Motion passes by 2/3 majority**
- [NLG - \\$800](#)
 - Motion to allow NLG to apply for supplemental funding request up to \$800
 - **Motion passes by 2/3 majority**
- [HRLA - \\$50](#)
 - Motion to grant HRLA \$50
 - **Motion fails by a 2/3 majority**
- [APALSA - \\$650](#)
 - Motion to allow APALSA to apply for supplemental funding request up to \$650
 - **Motion passes by 2/3 majority**
- [SALSA - \\$1,900](#) (across two events)
 - Motion to allow SALSA to apply for supplemental funding request up to the cap of \$1000
 - **Motion passes by 2/3 majority**
- [CAIL - \\$3,060](#) (across two events)
 - Motion to grant CAIL \$1450
 - **Motion passes by 2/3 majority**
- [AESLS - \\$299](#)
 - Motion to allow AESLS to apply for supplemental funding request up to \$299
 - **Motion passes by 2/3 majority**
- [Reopening HRLA Appeal](#)
 - Motion to reopen discussion and allow HRLA to apply for supplemental funding request up to \$50
 - **Vote passes by 2/3 majority**
- [Reopening PILG Appeal](#)
 - Motion to reopen discussion and vote to grant PILG \$1500
 - **Vote passes by 2/3 majority**
 - **VETO'ed by President**
- **Adjournment**
 - 11:02pm

[Kendall Kirk's' Personal Room](#)

Dial [9177077007](tel:9177077007) and enter host PIN 9476.

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-415-655-0002 US Toll

Access code: 2624 998 1525

Host PIN: 9476