Rensselaer Union
Executive Board

Attendance

Date

Chip Kirchner, President of the Union
Shannon Gillespie McComb, Vice President of the Union
Amanda Youmans, Graduate Rep
Conrad Mossl, Class of 2017 Rep / MAP Chair
Erica Lane, Class of 2018 Rep
Matthew Rand, Class of 2019 Rep / Policies Chair
Ananya Murali, Class of 2020 Rep
Ines Roman, Club/ICA Rep
Stephanie Kern-Alley, Club/ICA Rep
Kay Sun, Club/ICA Rep
Luke Kuprenas, Club/ICA Rep
Rasika Ekhalikar, Club/ICA Rep / BusOps Chair
Ciera Williams, Club/ICA Rep
Chris Hoskins, Club/ICA Rep
John Fantell, Member at Large
Anissa Choiniere, Member at Large
Caitlin Kennedy, Member at Large
Majken Rasmussen, Member at Large
Dan Rogers, UC Rep
Jen Church, GC Rep
Thomas Alappat, Senate E-Board Liason

The Paly, the best club

Guests (Please Print on Back)
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Jason Aiman</td>
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<tr>
<td>Steven Allard</td>
<td></td>
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<tr>
<td>Martha Meadigott</td>
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<td>Paul Ilori</td>
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<td>Harrison Leinweber</td>
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<td>Cameron McLean</td>
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<td>Stephen Onley</td>
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Motion # 4

Date: 2/16/2017

I move that the Rensselaer Union Executive Board designate room 3713 of the Rensselaer Student Union as general club storage and task the Business Operations Committee of the Executive Board with permanently allocating this space to clubs.

So moved by:

[Signature]

Rasika Ethranar
Printed Name

Seconded by:

[Signature]

Kay Sun
Printed Name

For    Against    Abstaining
15     0          1

Motion: Pass

Amended 2/23
16-0-0
Rensselaer Union
Executive Board

Motion #

Date: 2/23/2017

I move that the Rensselaer Union Executive Board by amending Motion 8 on February 14th to remove "and task the Business Operations Committee of the Executive Board with permanently allocating this space to clubs".

So moved by:

[Signature]

Rasika Ekhalike
Printed Name

Seconded by:

[Signature]

Amanda Youmans
Printed Name

For  Against  Abstaining

16  0  0

Motion: Pass/Fails
Rensselaer Union
Executive Board

Motion #2
Date: 2/23/17

I move that the Rensselaer Union Executive Board approve Colleges Against Cancer's request to put on the Laps for Life event.

So moved by: Caitlin Kennedy
Signature
Printed Name: Caitlin Kennedy

Seconded by: [Signature]
Printed Name: [Signature]

For Against Abstaining
14 0 2

Motion: Passes/Fails
Motion # 3

Date: 2/23/17

I move that the Rensselaer Union Executive Board approve spending $1644 from FY17 contingencies for Goal E Program 1 of the Global Medical Brigade budget for roundtrip travel from the Union to JFK.

So moved by:

Shannon Gillespie McCandliss
Signature

Seconded by:

Don Rogers
Signature

For Against Abstaining
14 0 1

Motion Passed/Fails
Agenda
February 23rd, 2017

1. Roll Call @ 8:00 PM

2. Unfinished Business: tabled motion on room 3713 – 8:00 PM

3. Student Veterans Association Available for Questions – 8:10 PM

4. Colleges Against Cancer Program Approval – 8:25 PM

5. Global Medical Brigades Contingency Request – 8:40 PM

6. Expense Forecasting – 9:10 PM

7. Reports:
   a. Director’s Report
   b. Member Reports
   c. Senate Report
   d. President’s Report

Contingencies FY17 Beginning Balance $32,500
Contingencies FY17 current balance $22,122.65

Contingencies FY16 Beginning Balance $32,500
Contingencies FY16 this week $16,607.88
EXECUTIVE BOARD PROPOSAL COVERSHEET

CLUB: Colleges Against Cancer
HEAD CLUB OFFICER: Madison Wykht
ACCOUNT NUMBER: 307.163.3137.4490
DATE SUBMITTED: 7/21/2017
PHONE NUMBER / EMAIL: 918.760.2043

No. of Members
RPI Students: 25
Faculty/Staff: 7
Community: 7

Present Rensselaer Union Subsidy: $859.00

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
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</table>

Additional Subsidy Request Total: $859.00

JUSTIFICATION & EXPLANATION:

Has this been requested before? NO
(for example: at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:

a. Detail of items/services to be purchased. (copy of quote, etc.)

b. Demonstration of need/interest, or background.

c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by: Cathleen Kennedy
DATE: 2/22/17

Reviewed by: Madison Wykht
DATE: 2/22/17

Reviewed by: Renee V. Duryea
DATE: 2/22/17

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

☐ Approved  ☐ Reserves  ☐ Not Approved  ☐ Contingency

Form available for download at union.rpi.edu/club-finance
Laps for Life Proposal

Date: 4 March, 2017
Time: 10 am – 12 pm
Location: Harkness Track (East Campus Athletic Village)
All proceeds to benefit The American Cancer Society under the scope of Relay for Life

Background

The American Cancer Society is a non-profit organization that plays a crucial role in funding cancer research, advocating for cancer patients, and educating the public in order to reach for a world that is cancer free. Seventy-five percent of all proceeds go directly to “cancer research, patient support, prevention information and education, and detection and treatment”. (cancer.org/about-us/)

Every year, ACS communities around the country take part in an event called Relay for Life, a 12-hour walk to raise awareness about ACS’s mission and celebrate survivors around the world¹. RPI has been involved in this event for eleven years through the work of the Colleges Against Cancer (CAC) club. Members of CAC plan and prepare for this event throughout the year by talking with representative groups and clubs, as well as by putting on fundraisers before the event.

Goals

This year, CAC would like to expand its presence on campus by holding a raffle race as a part of the “Paint the Campus Purple” Campaign, which works to notify students of Relay’s proximity in a fun and engaging way. On top of being a marketing event, the Laps for Life event would also act as a fundraiser for RPI’s Relay. This year, RPI hit the milestone of raising one million dollars over the course of its participation in Relay for Life. The Purple 5k event would act as a large step towards the next million dollars.

Logistics

Following approval by the Union Executive Board, CAC members would contact the Athletic Department for permission to use the Harkness track on the date and time stated at the beginning of this proposal. The committee will also look into reserving a space in the 87’ gym as a rain location.

Registration for the event will occur online through Google Forms. The Registration fee for the event will be $20-$25 and will include a t-shirt. Payment for registration is to be collected on the day of the event at the registration table, and will be accepted in the form of cash or credit/debit through the ACS FUNdrasing™ application.

¹ A survivor, as defined by the American Cancer Society, is any person who has been diagnosed with cancer, whether this diagnosis came 5 minutes ago or 5 years ago.
During the event, committee members will be posted at the starting line to hand tickets to the participants as they complete each lap. Following 60 minutes, the raffle tickets will be collected, and prizes will be raffled off for the remaining time for the event.

In addition to this, a table (rented from RPI Maintenance) will be placed in the center of the track with refreshments, a registration center, and information about Relay for Life. This will act as the hub for information throughout the event.

Possible Obstacles

Weather: If weather conditions do not permit for the weekend of March 4th, the event will be moved to the rain location (87' Gym). If this location is not available, the event will be moved to the next possible weekend. Volunteers and participants will be notified 24 hours in advance as to the status of the event.

Gains

The Laps for Life event will act as a way to enrich the community's involvement in Relay for Life and, ultimately, the mission of ACS. This event represents a novel approach to increasing the Rensselaer community's participation in the great and continued effort to, as the ACS slogan goes, “celebrate more birthdays.”
**Global Medical Brigades**

**CLUB**

**HEAD CLUB OFFICER**

**ACCOUNT NUMBER**

**PRESENTER**

**DATE SUBMITTED**

<table>
<thead>
<tr>
<th>RPI Students</th>
<th>50</th>
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<tr>
<td>Faculty/Staff</td>
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<tr>
<td>Community</td>
<td></td>
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Present Rensselaer Union Subsidy: $

**REQUEST SUMMARY:** Please list items/services to be purchased and their costs.

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
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<tbody>
<tr>
<td>1. Round trip Union to JFK</td>
<td>$2,000</td>
<td>$5,540</td>
</tr>
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</table>

Total: $2,000

**JUSTIFICATION & EXPLANATION:**

Has this been requested before? No

(for example: at budgeting or prior E-Board meeting)

Please attach another sheet with the following information:

- a. Detail of items/services to be purchased. (copy of quote, etc.)
- b. Demonstration of need/interest, or background.
- c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)
- d. Up to date Banner printout (available through SARP)

Reviewed by ___________________________ DATE 2/21/2017

Reviewed by ___________________________ DATE 2/21/2017

Reviewed by ___________________________ DATE 2/21/2017

COMMENTS by Rensselaer Union SARP:

Might need to cover the 40/60 split which would be $3056 for approx. $5,540 now. That will be the 40 split. F'All since they did some a lot of money. Some suggestions for the trip and group does a lot of work. Should be impressive. Also the cost should have been for chapter dues.

COMMENTS by E-Board Representative:

The $2,000 round trip quote with a 40% subsidy would be better, however, the time crunch and non-refundable trip fees should be considered.

☐ Approved  ☐ Reserves  ☐ Not Approved  ☐ Contingency

Form available for download at union.rpi.edu/club-finance
Thank you for giving Yankee Trails the opportunity to provide you with a quotation for your upcoming transportation needs. Based on the information you provided, we have put together a quote which is shown below. Please note, that your group is responsible for the drivers hotel room on all overnight trips.

<table>
<thead>
<tr>
<th>Quotation ID</th>
<th>Date</th>
<th>Client Ref 1</th>
<th>Client Ref 2</th>
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<tbody>
<tr>
<td>13567/15540</td>
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<td>ret 3/18</td>
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<table>
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<tr>
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<th>Pick-up Date</th>
<th>Single Journey</th>
<th>Vehicle To Stay</th>
<th>Destination</th>
<th>Arrival Date</th>
<th>Leave Date</th>
<th>Back Date</th>
<th>Distance</th>
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**First Pick-up Instructions**

**Destination Instructions**

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<th>Price</th>
<th>Tax %</th>
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**Movement Totals**

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<th>Arrival Date</th>
<th>Leave Date</th>
<th>Back Date</th>
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**First Pick-up Instructions**

**Destination Instructions**
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<tr>
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<th>Vehicle Description</th>
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<td>$1,100.00</td>
<td>0</td>
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<td>$1,100.00</td>
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</tbody>
</table>

Movement Totals: $1,100.00  $0.00  $1,100.00

This is a quotation only. If you have any questions or if you wish to reserve this booking, please call our office at 1-518-286-2400 and our staff will be happy to send you a contract.
Global Medical Brigades would like to request the Union Executive Board for $1,600 towards transportation to and from John F Kennedy International Airport for its annual trip. The original requested amount was 40% of a quote initially from a transportation company not endorsed by the Union and received $280. We received a quote from a sponsored vendor, Yankee Trails, for $2,200 which is a round trip to JFK. Unfortunately, this exceeds the budget that GMB has for expenses in our reserve account (approximately $600) and all members have already paid non-refundable amount of $1850 to Global Medical Brigades for this trip on March 10th. Originally, $600 was going to be used for $420 toward the remainder of the transportation fees and packaging of sanitary packs we take on our trips to Panama. Since the trip is very soon, we do not believe we will be able to make up the $1,600 needed to make the trip possible.

Below, please see the original approved subsidy for this trip, which was based off of an incorrect quote:

**Costs: Trip to Panama for Global Medical Brigades**

RPI Global Medical Brigades is a chapter of the worldwide organization Global Brigades, Inc., the largest student-led global health and sustainable development organization. The Medical Brigades portion works to provide comprehensive health services in rural communities with limited access to healthcare. The program is driven by motivated student volunteers, such as those of the RPI chapter, who volunteer with licensed medical professionals and community health workers. We set up a mobile medical clinic in a community for one week. During this time, RPI GMB provides medical attention, consultation, education, and pharmaceuticals, completely free of charge, to individuals in dire need. This medical brigade is part of a holistic approach to improve quality of life and is an irreplaceable experience to our volunteers who leave more humble, more aware of the world, and more motivated than ever to pursue community service opportunities and make a difference in the world. To go on our trip we drive to the airport and fly to the country which we will be serving. National covers the medicine expenses for the brigade, while individual members pay for travel costs offset by fundraising.

**Program 1: Drive to and from the airport**

Travel is usually to John F Kennedy Airport. Via Taconic State Parkway the trip is 188 miles one way so total driving trip is 336 miles. The bus hire for 30 people is necessary for safety reasons and was recommended to us by our E-Board representative. This prevents us from taking 7 different vehicles, paying for parking, and risking tired driving.

<table>
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<tr>
<th>Account</th>
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<tr>
<td>Total Subsidy</td>
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<td>$280.00</td>
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Motion 8, February 16th was tabled for one week, so unfinished business:
Motion 1 (this meeting): motion to amend motion 8: Remove the “and task business operations committee...” part of motion 8
Moved by: Rasika, seconded: Kay Sun
Motion passes
16-0-0

Motion 8: designate room 3713 as general club storage
Moved: Rasika, seconded: Kay Sun
Motion passes
15-0-1

Student Veterans Association:
- Veterans here to speak about why they would like/need a lounge
  - They want to feel as part of the community from the moment they step onto campus
  - Traditional students get to be part of something right away, and student veterans want to feel this way as well, so that’s what a lounge would do
  - Hudson Valley has a vets room and allowed one vet to feel part of the community there (who transferred here). Lonely without other vets who understand
  - Well over 20 members of SVA (tripled from last semester)
  - To know that other students care that the vets are here makes them feel more welcome and more comfortable here
  - A lounge would bring them together and allow them to participate more
  - SVA allowed one vet to feel more comfortable, a lounge room would allow them to have a place to go

- Questions:
  - How much are the vets aware of what discussion has been happening?
  - More public or more private space (takes more effort to find)?
    - A more public place bc not a requirement to be a veteran to join; any student that wants to know a different culture can come in/can join; beneficial to all
  - Other schools have a card reader for lounge, your thoughts?
- There’s a grant for veteran rooms through NYS Disability organization, grant says room is for veterans
- In his opinion, they need a space but the effectiveness of it is multiplied when peers can join; fine with either way
- Key card would allow tracking of vets
- Someone in the lounge, door will be open, but would like to be able to leave belongings (cubbies, locker, bookshelf, mini-fridge)
  - Atmosphere of space? Lounge, study, etc
    - Leave up to whomever is using the room
    - Wherever the place is, must be handicap accessible. Visible or not, injuries exist
    - Couch for comfort
    - Also a study space bc academically focused
  - Time frame for lounge in ideal world?
    - Last semester
    - As soon as possible; all ready for it now with a foundation for the club. Next step is getting this space to consolidate their growth and the SVA
  - When would room be most busy?
    - Hard to say because so many different schedules; furthest vet is an hour away and commutes
    - Mornings before classes, late at night to study
    - Here most of the day anyways with big breaks so room would be occupied
  - What was Hudson Valley/other rooms like?
    - Sign in sheet, computer station w printer, big round table, office for veteran’s counselor
    - Open room for studying in the library (center of campus)
    - A house as the vet center
  - They just want/need something because that’s better than nothing. Officers have times that they post for talking/help, etc
  - Brings families to Union already, would be nice to let them be in the lounge too
  - Vets currently having an “unofficial vet room of the day”, posted on FB so that other vets know where they are for the day and where they can go
  - They want to be part of campus and help transition new student vets quickly to campus community
  - Can reach out to vets anytime we have more questions (on the record for Conrad & also official reasons)

Colleges Against Cancer, Laps for Life Proposal
- Partner w/ American Cancer society
- Want to get back to net $80k, want to keep raising more money
- Laps for life: raffle relay on Harkness Track, everytime a participant makes a lap they get a raffle ticket, can win sponsorship items
  - Fun way to get more people engaged
- Relatively low maintenance
- Not requiring anything from Union budget

- Questions
  - Charge admission fee?
    - Originally a 5K, but expensive, so changed. Same atmosphere as 5K, so a registration fee that comes w a T-shirt

Motion 2: Approve CAC request to put in Laps for Life event
Motion passes
14-0-2

Global Medical Brigades, Money to travel
- Funds for charter bus to take members to JFK, originally requested a lot less because used a non-Union endorsed company
- New money is more than 3x the money they originally received
- Requesting $1644
- The $1500 was used towards their Chapter dues, so no more money in their WeRGold account
- Each person is paying $1933 for the trip already, didn’t want to burden the members anymore
- Questions

Motion 3: Approve spending $1644 from FY17 Contingencies for GMB for roundtrip travel from Union to JFK airport

Questions on merits:
- Glad they brought up the “compensation” in place of Chapter dues because the Union does not pay for transportation for other like clubs
- When did they get Union funded? October
- Dues paid for before Union funded
- Considering an odd beginning for the club, this is a mistake in the quotes but this is something that contingencies is supposed to cover
- Money for WeRGold was supposed to go to their trip
- No membership fee to be in the club, just to go on the trip

Moved: Shannon, Seconded: Dan
Motion passes
14-0-1

Motion 4: Verbal (Erica Lane), motion to repeal motion 4 from February 16, 2017 about E-Board Communications committee

Questions
- Issue is that next Senate could choose to adopt, it’s just floating around.
- Can be re-motioned if repealed
- Senate ruled the motion out of order
- Committee heads & others met to make SGC better and improve the way the committee runs