

# IRA Committee Meeting Agenda

Tuesday, March 14th 2016 — 8:00-9:00 AM

Meeting Objective: To take care of pending business and review budget outlook.

Attendees: Paul Murphy, Sean Kelly, Elizabeth Heim, Debora Ehrich, Maricela Morales.

Staff present: David Daniels, Kate Harrington, Anna Tovar.

1. Approval of Agenda/Minutes (quorum permitting)
	1. Meeting called to order at 8:06am. Quorum not met. Agenda and minutes approval postponed.
2. Updates on Previous Business
	1. Catering/Dave Nirenberg (Kate Harrington)
		* Kate spoke to D. Nirenberg and invited him to this meeting, he was unavailable today but can attend the 3/28 meeting;
		* S. Kelly shared a piece of intel that there’s a proposal going to MSFT about the Food Pantry, and will be following up with Provost Wakelee to ask them to reconsider and suggest another solution; the concern may be that the request is to use money earmarked for technology, when we could / should be using money from surplus swipes; D. Ehrich recalled that Dr. Ed Lebioda is in charge of the Food Pantry, adding that she has scheduled a meeting with E. Lebioda on April 29th; D. Daniels added that there's a student representative on the Senate Executive Committee, Travis Hunt, who Senate Exec has asked to follow up with this initiative with the knowledge and backing of faculty support – suggested that he could possibly be included in her meeting with E. Lebioda on 4/29;
	2. Van Transportation/Roadrunner (Debora Ehrich)
		* D. Ehrich summarized that she met with Marlene Pelayo, VP of Student Government, who said that we should speak to Dr. Greg “Doc” Sawyer, as the van purchases will require outside community donations to make them happen, as well as food swipes;
		* P. Murphy asked for clarification and suggested that we speak directly with Dr. Sawyer, the point of contact, or even invite him to one of our meetings; committee agreed; K. Harrington added that this might be in their best interest, just like the boating center; general question on what role Advancement may have, since when outside fundraising is involved, that will include Advancement since they are our fundraising arm; P. Murphy suggested extending the invite via an email from the committee; D. Daniels agreed;
3. Discuss a general meeting structure for the semester (Dave Daniels)
	* + D. Daniels recalled that last semester’s meetings had a structure to allow for timely review of all proposals and committee votes; suggested that we adopt a similar structure for our remaining meetings this semester; further suggested that with six meetings left, we could have a review phase and a voting phase for each of our three categories;
4. Review budget outlook
	* + D. Daniels summarized that we have a maximum of 57 proposals to review for Fall 2017, total amount of those is $418k; our budget for Fall 2017 projects is $450k. Balance/carry forward estimated for Spring 2018 is approximately $33k;
		+ S. Kelly asked about responsibility of department or travel leaders to cover any overages in trips: Is it the department’s responsibility to cover the overages or can the proposers submit requests to IRA for extra funds? D. Daniels responded that they are allowed to come back and request extra funds from IRA to cover overages; the committee will review and respond. S. Kelly mentioned that he made that same comment to the faculty and they replied that they weren't aware that this was an option, they just felt like they were stuck paying the overages from their department. D. Daniels mentioned that we do have that wording in the letters; P. Murphy added that we might want to word this carefully so as not to have proposers take advantage of this; suggested “unforeseen circumstances” for cases where (for example) the airfare was budgeted at $800 but at the time of booking, the tickets are $1500. D. Daniels suggested wording; M. Morales asked about the frequency and/or documentation about how often this has occurred; S. Kelly commented that it would be tricky to see how much has been covered for overages because the expenses would be hidden in the departments’ budgets. K. Harrington added that she had a conversation with Dean Meriwether about a different but similar proposal yesterday and noticed that for the most part, IRA proposers are straight forward, however for trips where the department is paying a portion of it (UNIV 392), there needs to be control and perhaps added wording on Travel Authorizations where we figure out beforehand how much will be charged to each department (theirs and IRA).
		+ P. Murphy asked about CI Travel Store and if it’s necessary to use them or if other booking agencies can be used; D. Daniels replied that it’s strongly encouraged by the university; downside is you can’t get package deals like reduced airfare for hotel and flight; A. Tovar added that another downside would be that you couldn’t bill directly to the campus, if you want to use the other booking agency, you need to take care of the payment yourself and get reimbursed after the trip.
		+ S. Kelly inquired about J. Gonzalez’s Noche De Fiesta proposal and when he could expect to hear a formal response. K. Harrington brought up the meeting minutes and read that it had been accepted by the committee, and did not require quorum approval since we didn’t have it and this was simply a reallocation and he will be coming in well under budget. P. Murphy asked if this is for all trips or case by case only. D. Daniels reposted it was case by case; mentioned he had verbally communicated to J. Gonzalez that the committee had no objections towards his proposal, but he will follow up and confirm that he has been granted budget flexibility.
5. Discuss questions received from proposal sponsors (Meriwether, Island Fox, Brogden, Murphy)
	1. Travel to banned states
		* Committee had no objections; D. Daniels will inform Kimmy Kee-Rose that she may proceed with changing the conference location.
	2. Island Fox request to use unused funds to purchase promotional items.
		* P. Murphy added that in the past, these types of requests were frowned upon because they didn’t believe this was a good use of student funds. S. Kelly added that he’s willing to pay for it if it is integral to student experience, but he has a hard time with this; doesn’t believe we should pay for any of this. P. Murphy expressed he would be open to the extra money being spent on something else but not t-shirts, totes and bookmarks; suggested we could work it “typically in the past, IRA has not funded ‘swag’ however the funding is still there if you need something else.” D. Ehrich clarified that the best thing to do is leave the funds there in case they run out of books, but is inclined to deny this request.
	3. Jazz Guest Artist Series
		* P. Murphy shared that there is a proposal that was rejected by the Dean for a another concert series and he feels he should send an email to the Dean inquiring as to why that is; wanted to ask if there was anything the IRA could do or if anyone would mind if he went ahead and emailed the dean directly. In the interest of time, he will send a separate email to the committee;
		* D. Daniels suggested we do an electronic vote to vote on the Jazz Series since we do not have quorum. D. Ehrich asked D. Daniels if he could send out the email; D. Daniels responded that if she could do it in her service as Interim Chair for the committee, which would be advisable; suggested by Thursday.
	4. Brogden proposal to add a second date
		* D. Daniels mentioned that since this request does not have budget numbers/estimates, then we can kick-start next meeting with this. P. Murphy added that he is in favor of this request, however, perhaps it would be best to suggest to S. Brogden that because this is an IRA funded proposal, student should benefit first, before community members, especially because it’s a free event. Perhaps he could change his registration system to include “students have priority registration or 10 max. Community member spots available”
	5. Meeting dismissed at 9:06am