

Department of Event Programming

Executive Board of the Associated Students 88th Session

Minutes for Friday, March 19th, 2021 at 2:00 p.m.

Zoom Meeting: email directorofprogramming@asun.unr.edu for more information

1. **CALL MEETING TO ORDER**

Director Okui called the Department of Event Programming meeting to order on Friday, March 19th, 2021, at 2:00 p.m. via Zoom Conference Call. Presiding Secretary, Mackenzie Zappe.

2. **ROLL CALL**

Present: Director Okui, Assistant Directors Clark and Matovina, and Programmers Ayele, Bal, Ellis, and Maglinao.

A quorum was present.

3. **PUBLIC COMMENT**

a. **ASUN Vice President, Austin Brown**

- Vice President Brown discussed the proposal of an in-person end-of-year banquet for the current ASUN session. He shared his email and encouraged department members to help gauge Association interest in the event.

b. **ASUN Event Programming Intern, Olivia Rice**

- Intern Rice discussed updates surrounding Paint the N, namely the inclusion of more task items for the event.

c. **ASUN Event Programming Intern, Myah Shaikh**

- Intern Shaikh provided updates regarding the Scavenger Hunt, noting that SEAB approval will not be necessary for new changes going forward with the event. She asked department members for help before concluding her report.

d. **Coordinator of Democratic Engagement, Sean Foe**

- Coordinator Foe discussed the shortage of applications for 89th Session positions and advised department members to apply, even if they are expected to keep their current positions in the department or earn positions elsewhere. He also urged department members to update their Legacy Box with event planning material and reports for future departments.

e. **ASUN Event Programming Intern, Breanna**

- Intern Breanna provided a brief report regarding progress with her events, namely Drag Show.

4. **MINUTES**

There were no minutes approved at the time.

5. **OLD BUSINESS**

There was no old business at the time.



Posted online at
www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact
directorofprogramming@asun.unr.edu

6. **REPORTS**

a. **Report of the Event Programmer, Heaven Ayele**

- Programmer Ayele reported on her final preparations for A Sweetastic Spring Break and delivered an hour-by-hour rundown of the event.

b. **Report of the Event Programmer, Mehak Bal**

- Programmer Bal reported on her work for Drag Show, namely her progress in submitting marketing materials for the event.

c. **Report of the Event Programmer, Chrissy Ellis**

- Programmer Ellis reported on her meetings with Intern Shaikh and her visit to the office to survey the garden donations for the Paintings and Plants event. She discussed her role in planning several other events, particularly Drag Bingo alongside Programmer Bal.

d. **Report of the Event Programmer, Jada Maglinao**

- Programmer Maglinao reported on her ongoing struggle with Chartwell's Catering in contracting their services for her events. She also discussed developments surrounding the planning of the Scavenger Hunt event before Director Okui suggested reaching out to a different catering company within the week.
 - **Comment from Assistant Director Clark:** Recommended a breakfast catering company for Programmer Maglinao's events as an alternative to Chartwell's

e. **Report of the Assistant Director of Event Programming, Mackenzie Clark**

- Assistant Director Clark reminded department members to upload receipts for event expenses to her Google form and to continue providing updates on events' budget proposals when changed in any way.

f. **Report of the Assistant Director of Event Programming, Michala Matovina**

- Assistant Director Matovina reminded department members to send her marketing proposals for their events by the following week to ensure Inkblot Promotions is given enough time to process and produce materials. She discussed other logistics surrounding marketing proposals for currently planned events before encouraging members to attend the upcoming intern meeting.
 - **Question from Programmer Ellis:** Asked what time the intern meeting will take place.
 - **Response from Assistant Director Matovina:** The meeting is scheduled to take place at 7:00 p.m.

g. **Report of the Director of Event Programming, Tara Okui**

- Director Okui reported on her progress in planning an in-person Event Programming meeting for the following week, stating that her reservation was processed and that the meeting will most likely take place in the Senate chambers. Director Okui also noted the open applications for positions in the 89th ASUN Session, as addressed by Coordinator Foe. She concluded her report by encouraging department members to update the Legacy Box with their planning materials and by discussing her role in planning the upcoming in-person commencement.

7. **NEW BUSINESS**

a. **Wolf It Down**

- **Motion from Programmer Ellis:** Motion to approve the budget proposal for Wolf It Down.
Seconded by: Programmer Ayele.
- Programmer Maglino introduced and outlined the Wolf It Down budget proposal, which totaled \$2,307.54. She also discussed the logistics of the event and how they plan to facilitate COVID-19 safety measures under the current protocols.
- The department discussed the budget proposal. Programmer Ayele suggested the inclusion of vegan options for the event, while Programmer Bal encouraged changing the vendor from Chartwell's—who have been uncommunicative with the department—to a different vendor like IHOP, although she noted that they may need to vote on that issue at the next meeting. Director Okui suggested featuring multiple locations for the event and opened the floor for discussion regarding areas around campus with the most foot traffic. By the end, the department did not decide on a location change and no action was taken to amend the proposal at the time.
- **Vote:** 6 in favor, 0 against, 0 abstained.
- **Resolved:** Motion carried.

b. **Spring Break Staycation Scavenger Hunt**

- Programmer Ellis outlined the prizes for the Spring Break Staycation Scavenger hunt, which included two 4th-Generation Echo Dots that were not approved at the previous meeting.
- **Question from Director Okui:** Asked if there was any dissent toward including the Echo Dots as prizes for the Scavenger Hunt. There was no dissent at the time.

8. **PUBLIC COMMENT**

a. **Coordinator of Democratic Engagement, Sean Foe**

- Coordinator Foe discussed the upcoming National Association of Student Personnel Administrators (NASPA) Conference—which he deemed one of the largest annual conferences for student engagement organizations—and noted that he will be occupied during that time. He also talked about the state of the office, which he described as “gross”; to that end, he encouraged the department to help clean up so that the office can be accessible and prepared for in-person meetings. He concluded his report by discussing proxy access to the Joe Crowley Student Union with department members.
- **Comment from Director Okui:** Encouraged department members to clean up after themselves following Spring Break week events and promoted the idea of a group clean-up day.

9. **ADJOURNMENT**

Director Okui adjourned the meeting at 2:47 p.m. via Zoom conference call.