

UPAC Allocation Night Minutes

Date: 10/3/23

Organization Name: Chinese Popular Music Association

Budget(s) to be Reviewed: Program

Committee:	NAT
Committee Chair:	Cassandra
UPAC Advisor:	Trevor
Committee Members:	Elonie, Callie, Dalima, Tom, Shayla
Minutes Taker(s):	Shayla, Tom
SCT Member(s):	Liam

Organization Presenter:	Yanjun Chen
Presenter's Email:	ymc5382@psu.edu

Minutes:

Description of the Budget:	
It is a musical life how case that is hosted by our club members. We will perform about 20+ songs and each song will take 4-6 minutes. There are interactive activities with the audience in between the songs. The estimation of the audience is around 60 in total, which is based on the past similar events we've hosted before. This event is open to the general public.	
Questions from the Committee:	Responses from the Presenter:
Do you have University approved storage? If so, where and can you provide proof of this storage location?	Yea, the advisor has it. (Needs provides proof)
Have you paid for anything yet?	No
How do you plan to fund the portion of expenses that UPAC will not cover?	Individual club accounts, outside of the ASA account.
Have your priorities for funding changed?	No
How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	Created a post on org central, the posters,
How does this event enhance the Penn State experience for students?	We're the only Chinese music related student org at UP and we're trying to promote Chinese music and culture. Also, we want to attract new members from other cultures to join our group

	so that people from other cultures can learn more about Chinese culture.
Do you plan to ticket on having tickets for your event?	No
Have you filled out the organization inventory form on Org Central?	No
Please provide a breakdown of any equipment costs inclusive of the following: the cost of each item, the need for each item requested, and how is it essential to your organization's mission, and the estimated length of life for each item (between 1-4 years)?	<ul style="list-style-type: none"> • Performer poster: 1 year, decoration in the venue, advertisement • Advertisement poster: small painting pictures, personalized photo, same use as above • LED Foam sticks: one-time use, give to audience, • Bracelet glow stick: give to audience, might just give it to just performers • Balloon Pump: 1-2 years • Strip lights: decoration, make venue look nice, 1 year • Light bulb balloon: 1 year
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Committee Discussion:
SCT: This is a pretty good budget. The event seems really neat, it's nice to see them showcase what they are trying to work to as a group. Also, the location is close.
CM1: I am a fan of this budget; I think it is important to have other cultures at Penn State and allowing them to showcase their culture is really nice.
CM2: I look forward to going, I have already seen them at other events and did a really nice job. This budget is solid.
CM3: I am worried about the storage situation, but I am looking forward to the location and atmosphere

SCT Recommendation:		
Recommendation:	\$2791.56	
Amount Funded:	\$ 2791.56	
2 nd By:	Tom	
Equipment Breakdown (If needed)	1. Performer poster:	1. \$ 167.93
	2. Advertisement poster:	2. \$ 36.99

	3. LED Foam sticks: 4. Bracelet glow stick: 5. Balloon Pump: 6. Strip lights: 7. Light bulb balloon:	3. \$0 4. 29.98 5. 0 6. 0 1. 6.66
Vote:	Passes 5-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 10/03/23

Organization Name: Society of Hispanic Professional Engineers

Budget(s) to be Reviewed: Travel

Committee:	NAT
Committee Chair:	Sam L
UPAC Advisor:	Jayla
Committee Members:	Bryana, Aidan, Fred, Aidan
Minutes Taker(s):	Fred, Aidan
SCT Member(s):	Yingxin, Hallie

Organization Presenter:	Anthony Aguilar Chihuan
Presenter's Email:	axa6168@psu.edu

Minutes:

Description of the Budget:	
National convention in Salt Lake City, Utah.	
Questions from the Committee:	Responses from the Presenter:
1. Have you paid for anything yet?	1. Registration for the convention.
2. How will you cover the portion UPAC will not cover?	1. Funding from other companies who are looking for engineers, minorities, and help pay for the national convention.
2. What is the primary purpose of your event?	3. Expose students to the STEM field and the opportunities available to them.
3. If networking was not the purpose of this experience, would you still attend?	4. I believe so, there's a lot of workshops that are presented apart from the networking aspect crucial to the college experience: managing finances, mental health, and stress.
4. Do you have a confirmed list of who is attending? If so, please send that list to upac@psu.edu	5. We have half the list done and by October 13, we will have that list finalized.
5. How were those people selected?	6. Involvement in the club and an application asking how have we helped you develop professionally as well as a

	survey of why you want to go, including past experiences. From this, we have a rubric from 1 to 5 ranking them by looking through their resumes as well as applications to select people. We have a quota and once that number is met, we meticulously look to see who'll benefit the most from this.
6. Have your priorities for funding changed?	7. No
7. How will this enhance the Penn State Student experience?	8. Everyone who's attending the conference will learn a ton of different things, not just how to get a job, it teaches how to be a student and skills to help them succeed academically. We're trying to expose students to this conference and its information as it's helpful for their future academic career.
8. How will you bring back the information you were taught back to the Penn State community?	9. Take back the information they learned at the conference and create workshops to teach the members that were not able to attend.
9. What are you expecting to learn from the workshops, panels, etc.?	10. managing finances, mental health, and stress, resume building, mock interviews, technical side: improve interview skills

Committee Discussion:
SCT 1: I love the idea, sounds great, in my opinion, the main aspect: professional development and networking. He made amazing points about what we can gain, but those two aspects are the main purpose.
SCT 2: It sounds like a great event, it's four days long and even though the workshops are meaningful, they only take up one day of the trip, it seems like most of the conference seemed to revolve around networking as opposed to giving students valuable knowledge and enhancing the Penn State student experience overall.
CM 1:

SCT Recommendation:	
Recommendation:	No funding under the 3.3.1 guideline
Amount Funded:	\$0
2 nd By:	Fred

Equipment Breakdown (If needed)	1. Item 2. Item 3. Item 4. Etc.	1. \$XXX 2. \$XXX 3. \$XXX 4. Etc.
Vote:	4-0	

Additional Recommendations:

Recommendation:

Comments:

Vote:

UPAC Allocation Night Minutes

Date: 10/03/23

Organization Name: APIDA Caucus

Budget(s) to be Reviewed: Program

Committee:	NAT
Committee Chair:	Sam
UPAC Advisor:	Jayla
Committee Members:	Bryana, Fred, Aidan, Aidan
Minutes Taker(s):	Fred, Aidan
SCT Member(s):	Jacob

Organization Presenter:	
Presenter's Email:	

Minutes:

Description of the Budget:	
APIDA Spotlight and Formal combines two important events hosted annually by the Asian Pacific Islander Desi American Caucus. The Spotlight event showcases different performance organizations under APIDA to the Penn State Community. The formal event will be hosted after the performances and will be an opportunity for all Penn State students to explore APIDA cultures and meet fellow peers. "Night in the Garden" theme.	
Questions from the Committee:	Responses from the Presenter:
Have you completed your program registration meeting for this program? If so, what was the date of your meeting?	Yes, 9/11/23
Have you paid for anything or committed yourself financially to any expenses in your request? If so, which ones?	Only paid for photobooth
How do you plan to fund the portion of expenses that UPAC will not cover?	Fund externally ex: honors college
Is this program open to all University Park students?	Yes
How do you plan to advertise your event? Have you created a post for the event on OrgCentral?	PR team working on Instagram stories, stall stories, and hub posters.

<p>How does this event enhance the Penn State experience for students?</p>	<p>It brings together the performance groups and people in general under the APIDA umbrella to perform so that people of different Asian heritages can come together and have a fun time.</p>
<p>Do you plan to ticket your event? How much will tickets be for UP students/non-students?</p>	<p>UP students \$9.99 Non-students \$10</p>
<p>What is your expected attendance for this event?</p>	<p>150 people</p>
<p>Will you need security for this event?</p>	<p>No</p>
<p>If you are requesting funding for the purchase of equipment, costumes, or props, you'll need to fill out an up-to-date organization inventory form found on UPAC's Org Central page. Have you filled out the organization inventory form?</p>	<p>No</p>
<p>Do you have University approved storage for the requested equipment purchases? If so, where and can you provide proof of this storage location?</p>	<p>Room in the HUB, office in HUB 204</p>
<p>Have your priorities for funding changed?</p>	<p>Venue rentals, then possible decorations</p>
<p>Please provide a breakdown of any equipment costs inclusive of the following: the need for each item requested, and how is it essential to your organization's mission and the estimated length of life for each item (one time use or between 1-4 years)?</p>	<ul style="list-style-type: none"> - Vases – Use them on tables for decoration for flowers (4 years) - Vines – decoration as part of flowers for later (4 years) - Fake Flowers – putting them in vase, bring all cultural orgs together, each culture is diverse and have different meanings in different cultures (4 years) - Tablecloth – used after performance for when people eat food (2-4 years) - Curtain Lights – backdrop and allow people to come together and take pictures (2-4 years) - Backdrop Stand – use to hang curtain lights (4 years) - Orangey Flower Strands – hung on the backdrop stand as part of the backdrop (2-4 years) - Balloon Arch – decoration on entrance to set the theme for Night in the Garden (2-4 years)

	<ul style="list-style-type: none"> - Balloons - decoration on entrance to set the theme for Night in the Garden (1-time use) - Tickets (Postcards) - enhance them and bring unity of flowers and cultures together (1-time use) - Projector – used with the balloon arch, used at entrance to set theme and bring everyone together (4 years), can be used for different themes - APIDA Box Letters – spell “APIDA”, used on the stage to showcase APIDA (1-time use) - Lights on Balloon – decoration (1-time use) - Fake Leaves for Vases – enhance flowers and unity between asian cultures (4 years) - Tea Lights (LED) - used on tables to present cultural significance (4 years) - Metal Pillars – wrap other decorations that wouldn’t have enough space to fit otherwise (4 years) - Pebbles (Glow in the Dark) - go in vases to hold flowers and fake leaves (1 year) - String Lights – normal strands wrapped around decoration in alumni hall (1 year)
Who will have access to equipment?	Exec board members

Committee Discussion:
<p>SCT 1: Feel pretty good about this budget as a whole, it’s a wonderful event, glad they’re doing it post-COVID.</p>
<p>SCT 2: Zero fund for the audio and photobooth while the rest of the line items are left up to committee members.</p>
<p>CM 1: Fun event bringing different communities together and seeing people together. People should experience it and go there together.</p>

SCT Recommendation:	
Recommendation:	\$1,708
Amount Funded:	\$1,708
2 nd By:	Liam

Equipment Breakdown (If needed)	<ol style="list-style-type: none"> 1. tablecloth 2. Curtain lights 3. photobooth 4. Orangey flower strands 5. Backdrop stand 6. GP Audio Rental 	<ol style="list-style-type: none"> 1. \$0 2. \$0 3. \$0 4. \$0 5. \$0 6. \$0
Vote:	5-0	

Additional Recommendations:

Recommendation:

Comments:

Vote: