

# UPAC Allocation Night Minutes

Date: 09/26/23

Organization Name: Graduate Students in Communication

Budget(s) to be Reviewed: Travel

|                           |                           |
|---------------------------|---------------------------|
| <b>Committee:</b>         | HAT                       |
| <b>Committee Chair:</b>   | Cassandra                 |
| <b>UPAC Advisor:</b>      | Trevor                    |
| <b>Committee Members:</b> | Shayla, Ishaan, Tom, Liam |
| <b>Minutes Taker(s):</b>  | Tom                       |
| <b>SCT Member(s):</b>     | Yingxin                   |

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|--------------------------------|-----------------|
| <b>Organization Presenter:</b> | JingyiGuo       |
| <b>Presenter's Email:</b>      | jmg7959@psu.edu |

## Minutes:

| Description of the Budget:  |   |
|---|---|
| <p>NCA conference highlights teaching, research, and public service in journalism and mass communication, bringing to get her scholars and media professionals to connect research and practice. Additionally, this conference hosts an annual job fair where graduating PhD students can get preliminary interviews with schools that will be hiring in the fall. The 109th annual conference will take place in National Harbor, MD; November 16 19,2023.</p> |   |
| Questions from the Committee:   | Responses from the Presenter:   |
| 1. How will you fund the portion UPAC is unable to fund?  | 1. College Funds  |
| 2. How did you determine who gets to go to the event?   | 2. Emails to all graduate students and ask them to present their work. The people going said yes.                           |
| 3. How will this event enhance the Penn State experience?   | 3. Students will be able to learn from others outside the university and then they can sure it to the Penn State Community. |
| 4. How did you select this event to go to?  | 4. 3 biggest in the field, we go every year   |
| 5. Have you paid for anything yet   | 5. No   |
| 6. What is your primary purpose in attending this event?  | 6. To Present their work. (networking is a side event)  |

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| 7. Will you be receiving academic credit from this conference?        | 7. No  |
| 8. If networking was not a part of this event would you still attend? | 8. Yes |
| 9.  | 9.     |
| 10.   | 10.    |

| <b>Committee Discussion:</b>  |
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| <p>SCT 1: I was skeptical of the event because in their request they discussed networking. But after hearing them talk about the event they mentioned that they are really going there to present their work. So I find networking is more of an additional thing that happens but presenting their work is the more important aspect.</p> <p>CM 1: Overall, I would say that this is a solid budget, It is nice to help fellow Penn State students succeed.</p> <p>CM 2: I am really excited to see what they can learn from the event, additionally I agree with SCT who said that they would go without networking.</p> <p>CM 3: really important event that they can go to, can help PSU community as a whole. Info outside of the classroom.</p> |

| <b>SCT Recommendation:</b>      |  |   |
|---------------------------------|--|---|
| Recommendation:                 | \$ 4666.35                               |   |
| Amount Funded:                  | \$4,666.35                               |   |
| 2 <sup>nd</sup> By:             | Tom                                      |   |
| Equipment Breakdown (If needed) | 1. Item<br>2. Item<br>3. Item<br>4. Etc. | 1. \$XXX<br>2. \$XXX<br>3. \$XXX<br>4. Etc. |
| Vote:                           | Passes 4-0                               |   |

**Additional Recommendations:**

Recommendation:

Comments:

Vote:

# UPAC Allocation Night Minutes

Date: 10/10/2023

**Organization Name:** Omani Student Association

**Budget(s) to be Reviewed:** Program

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Committee:</b>         | NAT                              |
| <b>Committee Chair:</b>   | Sam L                            |
| <b>UPAC Advisor:</b>      | Hannah and Ryan                  |
| <b>Committee Members:</b> | Aidan J, Bryana, Aidan H, Shahid |
| <b>Minutes Taker(s):</b>  | Aidan & Aidan                    |
| <b>SCT Member(s):</b>     | Alex                             |

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| <b>Organization Presenter:</b> |  |
| <b>Presenter's Email:</b>      |  |

## Minutes:

| Description of the Budget:   |   |
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|  |   |
| 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, Tyler M. was advisor   |
| Have you paid for anything or committed yourself financially to any expenses in your request? If so, which ones? | No  |
| How do you plan to fund the portion of expenses that UPAC will not cover?  | Fundraising from Oman, ticket sales, and left over funds from previous years.                   |
| Is this program open to all University Park students?  | Yes   |
| How do you plan to advertise your event?   | Instagram, tiktok, linkedin, MENA, Saudi Arabian Assoc, etc. on social medias, Org Central      |
| How does this event enhance the Penn State experience for students?  | Open eyes for students to different culture, food, dances, music, share new culture with others |

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| <p>Do you plan to ticket your event? How much will tickets be for UP students/non-students?</p>  | <p>Yes, 35 for students and 40 for others<br/>-Remaining funds back to UPAC if ticket sales go over</p>  |
| <p>What is your expected attendance for each of the following groups: UP students? Faculty/staff? Community members?</p>   | <p>300 people<br/>Faculty/Staff: adviser</p>   |
| <p>How did you select this year's performing artist/band? Will you need security for this event?</p>   | <p>Known in Omani culture, contacted them and they agreed, bring a band that displays their culture, they were the best one for this.<br/>No security</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 items will be stored after the event.</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>All purchases are one time/rental<br/>No storage needed</p>   |
| <p>Have your priorities for funding changed?</p>   | <p>1<sup>st</sup>- performing artist<br/>2<sup>nd</sup>- facility<br/>3<sup>rd</sup>- lodging</p>  |
| <p>Please provide a breakdown of any equipment costs inclusive of the following: how is it essential to your organization's mission, and the estimated length of life for each item (between 1-4 years)?<br/>One time use (everything is one time use or rented)</p> | <ul style="list-style-type: none"> <li>- Wall Tapestry: similar to decorations from their home, one-time</li> <li>- Woven Placements: center pieces for table under vases, part of their country, one-time</li> <li>- Clay Vase Centerpiece: centerpiece of table, handmade, similar to home, one-time</li> <li>- Flameless candles: for tables, good ambience/vibe, one-time</li> <li>- Pink flower petals: section for how rose water is made at home, one-time</li> <li>- Twinkle star LED string lights: make the tables look nice for displaying artifacts, theme is Arabian night one-time</li> <li>- Artificial eucalyptus stems: inside flowerpots, décor, one-time</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>- Mini lanterns with LED lights: Arabian night, symbolize Ramadan, essential to culture, one-time</li> <li>- Clear acrylic display risers: for welcome booth for displaying items, one-time</li> <li>- Photobooth: Essential because people can take photo as a reminder of the event, one night to have memories of wearing traditional wear on campus, rented, will help flow as they will have pictures before event starts,</li> </ul> |
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| <b>Committee Discussion:</b>  |
| <p>SCT: A great budget, important that international orgs have events like this, don't get to go home as often for breaks, great opportunity for others to learn about this culture</p> <p>CM 1: Nice event similar to other programs we have funded in the past.</p> <p>CM 2: A wonderful event that is very cultural and will bring life to the Penn State Community</p> <p>CM 3: They gave really great, enthusiastic responses and reasoning for each line item. Excited to see this event!</p> |

|                                 |  |   |
|---------------------------------|--|---|
| <b>SCT Recommendation:</b>      |  |   |
| Recommendation:                 | Full funding to cap \$34,842.60  |   |
| Amount Funded:                  | \$34,842.60  |   |
| 2 <sup>nd</sup> By:             | Aidan J.   |   |
| Equipment Breakdown (If needed) | <ol style="list-style-type: none"> <li>1. Performing artist</li> <li>2. Speaker, sound system, lighting</li> <li>3. Alumni Hall</li> <li>4. Decorations (zero fund golden silverware)</li> <li>5. Cultural Decorations/Antiques</li> <li>6. Photobooth (partial fund)</li> </ol> | <ol style="list-style-type: none"> <li>1. \$24,285.71</li> <li>2. \$5,995</li> <li>3. \$1,124</li> <li>4. \$567.55</li> <li>5. \$0</li> <li>6. \$1122.34</li> </ol> |
| Vote:                           | 4-0  |   |

**Additional Recommendations:**

Recommendation:

Comments:

Vote:

# UPAC Allocation Night Minutes

Date: 10/10/2023

Organization Name: Professional Jazz Collective

Budget(s) to be Reviewed: Equipment

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Committee:</b>         | NAT                               |
| <b>Committee Chair:</b>   | Sam                               |
| <b>UPAC Advisor:</b>      | Hannah & Ryan                     |
| <b>Committee Members:</b> | Aidan J, Aidan H, Bryana, Yingxin |
| <b>Minutes Taker(s):</b>  | Aidan J, Aidan H                  |
| <b>SCT Member(s):</b>     | Alex, Shahid                      |

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|--------------------------------|------|
| <b>Organization Presenter:</b> | Eric |
| <b>Presenter's Email:</b>      |      |

## Minutes:

| <b>Description of the Budget:</b>   |   |
|---|---|
| A general assortment of items that the Professional Jazz Collective needs to function properly. |   |
| <b>Questions from the Committee:</b>  | <b>Responses from the Presenter:</b>  |
| 1. Where will this be stored? Is it University approved storage?                                | 1. Jazz department office and music building storage.   |
| 2. Have you purchased these items in the past?  | 1. No, not as a club  |
| 2. Who specifically will have access to these items?  | 3. Amps – approved people like club officers and general members.   |
| 3. Have you paid for anything yet?  | 4. No   |
| 4. How will you cover the portion UPAC cannot fund?   | 5. ASA methods, jazz departments funding  |
| 5. What is the expected lifespan and purpose of each item?                                      | 6. Bass combo amp- for student gigs, 10 years<br>7. Markbass amp- for practice and gigs, 10 years<br>8. Guitar amp- for practice and gigs, 10 years |

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|----|--|
|    | 9. All the books- 10 years, 5 years if used harshly, songbooks of all jazz music, used for jam sessions and gigs, general performance<br>10. Yellowjackets- more specific band |
| 6. | 11.  |
| 7. | 12.  |
| 8. | 13.  |
| 9. | 14.  |

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| <b>Committee Discussion:</b>  |
| SCT 1: Great budget, helps org in its purpose of jazz   |
| SCT2: Straightforward budget, sound reasoning for amps and books, will last a while, and members will benefit from them |
| CM 1: He articulates words very well  |
| CM 2: I like that the lifespan is a decade showing they will treat them well, will be used appropriately                |

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|---------------------------------|--|---|
| <b>SCT Recommendation:</b>      |  |   |
| Recommendation:                 | Full funding of \$3,191.38               |   |
| Amount Funded:                  | \$3,191.38                               |   |
| 2 <sup>nd</sup> By:             | Yingxin                                  |   |
| Equipment Breakdown (If needed) | 1. Item<br>2. Item<br>3. Item<br>4. Etc. | 1. \$XXX<br>2. \$XXX<br>3. \$XXX<br>4. Etc. |
| Vote:                           | 4-0                                      |   |

**Additional Recommendations:**

Recommendation:

Comments:

Vote:

# UPAC Allocation Night Minutes

Date: 10/10/2023

**Organization Name:** Fanaa x SASA

**Budget(s) to be Reviewed:** Program

|                           |                             |
|---------------------------|-----------------------------|
| <b>Committee:</b>         | HAT                         |
| <b>Committee Chair:</b>   | Cassandra                   |
| <b>UPAC Advisor:</b>      | Trevor                      |
| <b>Committee Members:</b> | Tom, Callie, Shayla, Ishaan |
| <b>Minutes Taker(s):</b>  | Shayla, Ishaan              |
| <b>SCT Member(s):</b>     | Liam                        |

|                                |                 |
|--------------------------------|-----------------|
| <b>Organization Presenter:</b> | Shreya Rupesh   |
| <b>Presenter's Email:</b>      | smr7071@psu.edu |

## Minutes:

| Description of the Budget:   |  |
|--|--|
| <p>SASA, Fanna and IGSA are putting on their usual Diwali event. The event is a celebration of South Asian culture, and it is going to take place in Alumni Hall.</p> <p>Diwali is the Indian festival of lights! It celebrates the victory of good over evil. This event will be a collaboration between the IGSA and the SASA. This event will showcase the Indian way of Diwali ceremonies and will end with an Artist's performance.</p> |  |
| Questions from the Committee:  | Responses from the Presenter:  |
| Have you paid for anything yet?  | No   |
| How do you plan to fund the portion of expenses that UPAC will not cover?  | ASA founding and Penn state global   |
| 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?  | Yes, social media, Penn State Global and hub marketing and other Indian clubs  |
| How does this event enhance the Penn State experience for students?  | Diwali is one of the major Indian festivals, it will be important for all UP students to attend to add to their cultural experience, increasing diverse knowledge of the |

|  |   |
|--|---|
| Do you plan on selling tickets for your event? How much for UP students?   | Yes, 9.99 for UPARK students, and 15 dollars for others.  |
| How did you select this year's performing artist/band?   | He is an American rapper; he's become one of the most famous celebrities in India and has collaborated with a lot of well-known celebrities around the world.   |
| Have you filled out the organization inventory form on Org Central?  | Don't know  |
| Do you have University approved storage for the requested equipment purchases?<br>Do you have a letter of approval?  | Yes   |
| Have your priorities for funding changed?  | 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)?<br><ol style="list-style-type: none"> <li>1. Lit hanging flower garlands</li> <li>2. Red table covers</li> <li>3. Marbles for center piece</li> <li>4. Fake mini flowers for center piece</li> <li>5. Red/Gold Balloons</li> <li>6. Ganesha Statue</li> </ol> | <ol style="list-style-type: none"> <li>1. put around <b>deity</b>, sign of respect and welcome, warm welcome, festival of lights</li> <li>2. base for <b>deity</b>, clean and pure, start event with religious ceremony</li> <li>3. use of marble for sacred space in Hindu</li> <li>4. offer flowers in most religious ceremonies</li> <li>5. bright atmosphere, festival of light over dark</li> <li>6. centerpiece of whole event, start with puja, pay respects, unity, cultural heritage and religion, integral, part of set for puja, auspiciousness and starting something new</li> </ol> <p>Red color: associated with religious values and sun</p> |
| Photobooth   | Preservation of Memories, service providers will be there with unlimited photos, faculty members with their own family, available for duration of event,  |

|   |
|---|
| <b>Committee Discussion:</b>  |
| <p>SCT:1 this program sounds like a very bright and vibrant event. They sound enthusiastic about the event and the three groups seem pretty united and put together.</p> <ul style="list-style-type: none"> <li>- Ganesha: wording on religious ceremony</li> <li>- Balloons: iffy</li> <li>- Other ceremony items: flowers...</li> </ul> <p>SCT 2: Sounds like a solid budget.</p> <p>SCT 1: I kind of agree about the statue, it seems like it cannot be funded</p> |

SCT 2: 10% cannot be funded anyways. I think this event could take place without the puja. It is a part of the culture of the event.

SCT 1: It doesn't matter if low priority items can be funded because we can't fund the 10% anyway.

Committee 1: Since they specifically used the word religious, I believe it should not be funded as the handbook suggests

SCT 1: This event is meant to be held in the present and photos are not a big thing compared to the lights and balloons in this event, therefore we shouldn't fund the photo booth.

| <b>SCT Recommendation:</b>         |   |   |
|------------------------------------|---|---|
| Recommendation:                    | \$ 29,587.13  |   |
| Amount Funded:                     | \$29,587.13   |   |
| 2 <sup>nd</sup> By:                | Ishaan, Shayla  |   |
| Equipment Breakdown<br>(If needed) | <ol style="list-style-type: none"> <li>1. Lit hanging flower garlands</li> <li>2. Red table covers</li> <li>3. Marbles for center piece</li> <li>4. Fake mini flowers for center piece</li> <li>5. Red/Gold Balloons</li> <li>6. Ganesha Statue</li> <li>7. MK</li> </ol> | <ol style="list-style-type: none"> <li>1. \$0</li> <li>2. \$0</li> <li>3. \$0</li> <li>4. \$0</li> <li>5. \$0</li> <li>6. \$0</li> <li>7. \$4,456.91</li> </ol> |
| Vote:                              | 4-0, 4-0  |   |

**Additional Recommendations:**

Recommendation:

Comments:

Vote:

Price adjustment reflects updated budget and quotes

Photobooth: \$0