

MEETING MINUTES

Reservations Advisory Committee 1:00 PM – 2:00 PM

February 28, 2017

1. Introductions
 - a. In Attendance: Amanda Schellinger, Jason Noyes, Elizabeth Brzeski, Pam Watters, Eileen Baldwin, Mike Schulist, Nancy Ferguson, Josie de Hartog, Matt Sirinek, Christy Omoghibo

2. Old Business
 - a. Fundraising events for student orgs
 - i. Proposal to move events benefiting a 501C3 to “Core” Status
 - ii. Client Categories Document
 1. Pull under University Core Client
 2. Any student org event that is benefiting a 5013C
 - a. Waive table fees, etc. for any fundraising event
 - b. Other student org events raising money for their own org would not be exempt?
 - iii. Cleaner to reclassify the nature of the event
 1. Senate already communicated to organizations this was a done deal – will need to revisit
 2. Need agreed upon policy language for enforcement
 - a. Technically CU is a 5013C
 - b. Need to be careful about how we classify
 - iv. Make effective July 1, 2018
 - v. Need to consider how to recover funds generated by these fees
 1. Look at existing data
 2. 5 events at \$37
 3. Propose setting a limit on how often a table can be used for N/C
 - a. Maybe two uses for N/C per academic year
 - b. Thereafter a fee would be imposed
 - vi. General agreement to keep policy language for eliminating fees for 5013C events
 - vii. Revisit other policy language for general usage by student orgs

 - b. Discussion regarding statement of facility use
 - i. Updates?
 - ii. Subcommittee
 1. Define what room is academic vs. shared
 2. Amanda will write proposal

 - c. Pioneer Hall space rebranding
 - i. Updates?

1. Nothing happening
 2. Not being used for classrooms
- d. Tailgating policy update
- i. Sub-committee
 1. Updated policy
 - a. Clarify lots are 4 hours prior and 2 hours after
 - b. Only 1 parking space with exceptions
 - c. Specify where tailgating should occur
 - d. Added not permitted to open groups w/o prior approval
 - ii. Proposal to RA by March 21, 2017
 1. Amanda to submit to Senior Staff for approval
3. New Business
- a. Food Donations for Events
 - i. Currently no verbiage regarding donated items
 1. Dance Marathon
 - a. All food was donated
 2. Parties outside of Chartwells
 3. Relay for Life
 - a. Also had outside food donations
 - ii. See "Appendix G: Chartwells Dining Service" Document
 1. Current contract does not address quantity and how food is served
 - a. More concerned about safety of food that is not already cooked and prepared
 - b. Also consider grilling policy
 2. Internal policy is not always in agreement with contract
 - a. Exceptions are made by Chartwells
 - b. Document ratio of donated to purchased
 - c. Establish a standard for the maximum of donated food allowed
 - d. Honor the spirit of donations yet within reason
 - iii. Amanda will draft policy language to review at next meeting
 1. Elizabeth will also provide input
 - b. Existing Facility Reservation and Use Policies and Appendices
 - i. Amanda will review
 - ii. Subcommittee meeting will be scheduled as appropriate
4. Open Issues or concerns
- a. EMS is working well
 - i. Easier to generate estimates, contracts and invoices
 - ii. Internal invoices much quicker
 - iii. Upgrade available that Amanda will be testing
 1. Some new training sessions to review dashboard on virtual site
 2. Internal features for automated reports
 - iv. Master Calendar is also underway for succinct option

- b. Athletic Facilities Space Concerns - Mike S.
 - i. Received disgruntled calls from students not having access to athletic facilities
 - 1. They are outsourced to other groups instead
 - 2. CMH and other outside teams
 - ii. Consider adding space needs to next agenda
 - iii. Dome wanted
 - 1. Previously proposed but there were city concerns and it was turned down by Senior Staff
 - 2. Revisit financial plan

- 5. Questions/Comments
 - a. Interim Roles for Reservations and Event Services
 - i. Amanda and Jason are assuming additional responsibilities after Matthew left
 - ii. Let us know if there is anything additional needed

- 6. Next meeting March 21, 2017