

MEETING MINUTES

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

March 21, 2017

1. Introductions
 - a. In Attendance: Amanda Schellinger, Jason Noyes, Elizabeth Brzeski, Pam Watters, Eileen Baldwin, Nancy Ferguson, Matt Sirinek, Kennedy Spang

2. Old Business
 - a. Fundraising events for student orgs
 - i. Client Categories Document
 1. University Core Client changes
 - a. "Student Organizations holding fundraisers benefitting a separate, established, non-Carroll University 501c3 organization are also included in this category."
 - b. No student org is a separate or standalone 501c3 since they are all part of Carroll University
 - c. Clarify language about student organizations
 - i. Prior to this official change they would be allowed to fundraise and would be charged fees
 - ii. Now they would not be allowed to fund raise for their own organization without being charged facility fees
 - iii. Revisit in 6 months whether to change language
 - iv. Definition of a fundraising activity may help
 2. University Event Client changes
 - a. "Student organization utilizing Campus Center lobby tables to sell items benefitting their own organization will be allowed one booking (day) per semester under Core Client status. Additional bookings (days) will be reclassified as an Event Client" (charged reduced fee by 50%).
 - b. Changes are effective July 1 if approved by Senior Staff
 - ii. Discussion regarding statement of facility use
 1. See Carroll University Facility and Reservation Document
 1. 1.1.5 Existing policy statement
 - a. "When facilities/rooms are brought online, and/or changed, the Reservations Advisory Committee will meet to recommend the primary use of space within the new/changed facilities/rooms (academic, non-academic, shared, etc.)"
 - ii. Question if Senior Staff needs representation on committee and determined it's not necessary
 - iii. Subcommittee is not needed since the RAC group is capable to make recommendations for policies that spell out space determination and usage
 - iv. Identify space allocation guidelines

1. Create hierarchy of customers to guide decisions
 2. Academics should come first
- c. Tailgating policy updates
- i. Senior Staff wanted clarification on statement regarding exceptions
 - ii. Positive feedback overall
 - iii. Matt and Amanda will revise and resubmit to Senior Staff
- d. Food Donations for Events
- i. Added language for donations (statements a-d)
 1. Should there be ratio of what's donated and what gets purchased?
 - a. Does it make sense if there is a donation that part of purchased food should come from Chartwells for spirit of partnership?
 - b. What should be language and threshold definition?
 - ii. Revisit at next meeting
 - iii. Helpful to get further input from Dining Advisory committee
3. Open Issues or concerns
4. Questions/Comments
5. Next meeting
- a. Scheduled for May 23rd
 - b. Amanda will book an April meeting to finalize policy updates sooner