

MEETING MINUTES

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

April 25, 2017

1. Introductions and call to order
 - a. Eileen Baldwin, Elizabeth Brzeski, Jake Eisch, Mark Erickson, Scott Fudali (Ryan), Katie Lesperance, Jason Noyes, Matt Sirinek, Amanda Schellinger, Kristin A. Schneider (Nancy) , Mike Schulist, Kennedy Spang, Pam Watters
2. Old Business
 - a. Fundraising events for student orgs
 - i. See “Client Categories” document with proposed language
 1. Any student organization event that benefits a non-Carroll 501c3 organization is moved to the Core Client category
 2. Burden of proof will be on the student organization
 3. Student organizations are allowed one lobby table reservation per semester (one day/one booking) under Core Client status for fundraisers benefitting their organization. Additional tables will be classified as “Event User”
 4. Agreement that these are the exceptions and approved by committee effective July 1, 2017; pending Senior Staff approval
 5. Revisit language and overall issue next year
 - ii. See “Room Charge Fees-Internal” spreadsheet
 1. Revenue generated is \$18,738 for University groups
 - a. Breakdown by just student organizations \$2500
 - b. Other groups \$16,228
 - iii. Exceptions will impact overall revenue stream
 1. Where do we draw the line?
 2. Athletic camps, PT, etc. are still charged a fee
 3. All in agreement that RAC members will be able to justify the exception for Student Organizations, and not for other CU departments.
 - iv. Also will waive lobby table fee one time per semester
 1. Manually changed
 2. Not easily tracked
 - b. Tailgating policy update
 - i. Senior Staff Requested edits made
 - ii. Officially approved
 - c. Food Donations for Events
 - i. See “Appendix G Chartwells Dining...” document with proposed language

- ii. Received feedback from Scott Henning, Chartwells
 - 1. Agreement not to include a threshold as long as items are also purchased from Chartwells
 - 2. Itemized donation list must be provided from vendor two weeks prior
 - 3. Chartwells can approve exceptions if needed
 - iii. Process for donated items
 - 1. Send request with list of donation items to Reservation and Event Services
 - 2. Amanda will forward the request to Chartwells for approval
 - 3. If more info is needed Amanda will contact corresponding organization/department
 - 4. Amanda to update language clarifying “Organizations” to “Client” in section D.
 - iv. Majority vote approved the changes
 - 1. Effective July 1, 2017; pending Senior Staff approval
- d. Overall Edits
 - i. In progress
3. New Business
- a. None
4. Open issues or concerns
- a. Student Concerns regarding lack of Athletics space
 - i. Admin requested to raise roster sizes and form JV programs
 - ii. Implementation of JV home schedule further limits athletic spaces
 - iii. Spring sports can play in fall and vice versa
 - iv. Scheduling Hierarchy: Athletics, then Rec. Sports, then everyone else
 - v. Amanda recommends that space be blocked for open Rec times
 - b. Space in general is scarce
 - i. Spring 2018: Rankin Hall Down
 - ii. Takes away a majority of the 30-person classrooms
 - iii. Registrar currently looking into options for class scheduling—instructors changing course times, alternate spaces, etc.
5. Questions/Comments
6. Next meeting May 23, 2017: Voorhees 311