

Union WELL Inc. Budget and Finance Committee
Minutes

January 26, 2022
7:30am, Zoom Meeting

1. The meeting was called to order at 7:32 am, by Mehrotra
 - a. Present: Lauren Garrett, Missy Anapolsky, Maanvee Mehrotra, Sebastian Raya
 - b. Also present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None
3. Approval of Minutes of December 8, 2021 (**MSP: Anapolsky, Raya**)
4. 2nd Quarter Budget to Actual Variance Review
 - a. Farrell presents the second quarter variance report and discusses highlights, beginning with revenue. Facility rental use fees are under budget as a result of minimal room rentals due to event limitations and restrictions. The Games room continues to be popular and is exceeding revenue budget. Interest rate revenue is under projections because rates were much lower than expected. The excess in miscellaneous revenue was due to a co-sponsorship by the contractor and architect for the WELL grand opening event, which offsets expenditures. Membership revenue is under projections because paid memberships were frozen until October 1, 2021. Referendum fee variance was just timing; the funds have come through now. WELL programming was limited due to COVID restrictions, causing a \$10,000 revenue variance. Lab Express exceeded revenue but the decision was made to close retail print services. Farrell notes that they were able to maintain student employment by reassigning positions. Olmsted adds that the Lab Express opened during a time of greater need for these services. Other areas on campus have since begun offering similar services, so this provides additional options for students still needing this resource. The team decided to re-focus its efforts on The Lab and internal design support for the various Union WELL Inc. programs. Farrell states that overall income is showing \$137,000 under budget, but is on target for revenue projections and not an actual shortage due to the Referendum payment timing mentioned.
 - i. Anapolsky asks if The Lab is still operating for in-house functions. Olmsted says yes, noting that the equipment is also used to serve the organization's print needs. He adds that campus posting rules have changed and there's not as much posting on campus. Farrell adds that when our organization collaborates on campus, it typically brings forth designers and marketing materials as a contribution.
 - b. Farrell presents second quarter expenditures and discusses variances. Event accounts are mostly related to Unique programming, whose event schedule is not known when the budget is cast, so the savings is due to timing. Funds should be spent by end of year so the savings will be deducted from calculations at the end of the report. PS3 programming and COVID related expenses were close to

\$80,000 with a budget of \$87,000. Overall expenditures for general supplies reflect savings of under \$19,000 in the University Union (UU), and \$4,200 WELL.

- i. Garrett asks if the organization is eligible for HEERF (Higher Education Emergency Relief Funds) reimbursement for COVID expenditures. Farrell states that information was provided to campus as part of the overall expense reporting for the University, but that the organization was not seeking specific COVID-related reimbursement because of savings/offsets in other parts of its budget.
- c. Farrell continues to say that overall program supplies are running under budget. Dues, fees, and subscriptions are also under budget, partly due to delays in hiring a strategic planning consultant, which could remain as savings depending on timing and contract execution. Savings in telephone expenses is due to decreased call volume. Savings in repair and maintenance is only due to invoice timing, and has been deducted from total savings. Farrell adds that there are plans to spend more in department 68 and mitigate savings from calculations. Utilities and trash are over budget due to extra dumpsters for cleanup and disposals. The overage in gas is real and due to extremely large rate increases and incorrect usage budgeted. The savings in sewer/water is believed to be true and due to decreased use in buildings. Electricity has true savings because it was budgeted conservatively due to the lack of usage patterns and being unsure what usage would be since the buildings were closed. Full-time wages, salaries, benefits, and UEI fee are all under budget due to vacancies in accounting, maintenance, UU Director, Fitness AD, and multiple coordinators. This is a true savings which will continue until positions are filled. Savings in student wages are due to delays in opening buildings, no event staff due to limited events, less shifts caused by modified hours in buildings, hiring difficulties, as well as COVID challenges with employee exposures and illnesses. All employee related expenses are true savings, resulting in savings on the UEI Fee. The variance in services from outside agencies is mostly caused by a \$23,000 overage for outside temporary hiring of maintenance staff, due to challenges with hiring full-time staff. The overage was partially offset by \$11,000 in savings from the plan to use a temporary employee in design not proceeding. The overage, however, is still covered by the savings in wage accounts. Campus cost allocation invoices have not been received yet, however numbers have been received that determine there will not be savings; ABA will be billed \$83,736 for a six month portion which is budgeted for \$84,000, IRT will be billed \$100,488 for a six month portion against a budget of \$102,611. These are just timing issues so the savings has been deducted from total calculations. Travel is under budget due to very little travel occurring. She adds that the AOA conference was cancelled and refunds are pending. Approval was received at the last meeting for extra capital and plant expenditures, which is showing under budget by \$85,000, but it is known that this account will run over by about \$206,000. In summary, \$142,000 in savings has been adjusted for accounts not planned to have revenue shortage or expense savings. A surplus of around \$1 million is anticipated, the bulk being from salaries and wages for full-time and student staff. Overall, the organization is in good shape.

5. The meeting was adjourned at 8:04am

Respectfully Submitted:

Sebastian Raya

Sebastian Raya (Apr 25, 2023 11:33 PDT)

Authorized Signature

Apr 25, 2023

Date