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**Union WELL Inc.  
Budget and Finance Committee**

**Minutes: February 1, 2017**

1. The meeting was called to order at 7:33 am by Kisanet Woldeyohannes
  - a. Members present: Kisanet Woldeyohannes, Alyssa Trejo, Carter Sun, Stacy Hayano
  - b. Also present: Bill Olmsted, Jill Farrell, Amy Jacobsen and Tori Butler
2. Public Comment: None
3. Approval of Minutes of October 25, 2016 (MSP: Hayano, Trejo; with correction to Stacy Hayano name spelling, was recorded as "Stacey")
4. Capital & Plant addition updates
  - a. Farrell refers to the spreadsheets included in the handout and explains the additions highlighted in purple; braille signage project in the Union, WELL telecom room AC unit, and kitchen sump pump in the Union.
5. TBU01 updates and approval (MSP: Sun, Hayano)
  - a. Farrell refers to the insert in the handout that details the TBU01 Ballroom AV upgrade project budget increase. Initially this AV upgrade project included the Hinde Auditorium and the Ballroom and a budget of \$300,000 was approved with an estimated two-week completion timeframe. The project went out for bid and the quoted cost was initially approximately \$638,000; which would fall within the Major Capital Project category for the CSU Chancellor's Office resulting in additional fees and increasing the project cost to \$800,000-\$900,000. The initial quote included a full "wish list" of upgrades and therefore the decision was made to scale back and cut cost. Since the AV room is closer to the ballroom than the vendors realized, we were able to cut cost on labor and materials that were quoted. The estimate included cameras for streaming but we decided not to install the cameras at this time. However, we will still run the conduit and cabling so we are ready to tie in the cameras when the time comes to install. Hinde Auditorium upgrades were cut out of the project, which was approximately \$150,000-\$175,000 of the quote; but we will still would run conduit and cabling. Olmsted added that the Hinde Auditorium will be upgraded on a separate project but that the work that is included in this project will allow the ability to easily tie in down the road. Farrell requests approval on a revised budget of

\$484,000, which is an increase of approximately \$184,000. The new timeframe is 8 weeks, and therefore the project itself will be pushed out to Spring 2018 due to the increased downtime required for the Ballroom. Hayano asked if escalation cost has been included in the new price due to the project delay. Farrell confirms that it has been considered and was included in the budget. Olmsted states that the cost was much lower after the scaling back, but then increased again due to the timing and delays to account for escalation cost.

6. 2nd Quarter Budget to Actual Variance Review, Olmsted/Farrell

a. Farrell refers to the spreadsheet included in the handout, reviews line items with variances and discusses variance notes.

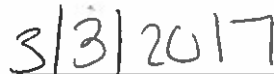
i. Question: Hayano asked if the survey that came out is in relation to the WELL membership plateau. Olmsted confirms that the survey is related. He proceeds to explain that we are reviewing our overall model and looking for ways to stimulate membership. We are exploring avenues through the survey and through feedback.

7. The meeting was adjourned at 8:19am

Respectfully submitted:



Name



Date