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**Union WELL Inc.**  
**Budget and Finance Committee**  
March 5, 2018

**Minutes**

1. The meeting was called to order by Alyssa Trejo at 7:45 am
  - a. Members present: Stacy Hayano, Alyssa Trejo, Alex Brown, Emily Yang, Kisanet Woldeyohannes
  - b. Also present: Jill Farrell, Amy Jacobsen, Tori Butler, Andrew Singletary
    - The meeting gathered at 7:30am and it appeared that there would not be quorum as only Hayano, Trejo and Brown were present. Both Yang and Woldeyohannes were contacted and confirmed as on their way. Trejo called the meeting to order and asked for Public Comment. Farrell began with item #5 by giving an overview of the documents in the packet regarding the topic. Yang arrived at 7:50am, quorum was met, and Farrell reverted to item #3. Woldeyohannes arrived at 8:20am and resumed her position as Chairperson.
2. Public Comment: None
3. Approval of Minutes of January 31, 2018 (MSP: Hayano, Yang)
4. 2018-2019 Strategic Plan Project List: Singletary/Farrell (MSP: Yang, Hayano)
  - a. Farrell discusses the Corporate Strategic Plan and mentions highlights from the full plan included in the handout. Highlights include conducting a Request for Proposal (RFP) for the WELL POS/Membership system, CSI, as it has been 8 years since it has been evaluated. Also on the project list is the addition of a new full-time accounting staff member.
    - Regarding the CSI system, Hayano asks if the current system needs to be replaced because it has been in place for so long. Farrell explains that CSI required a transition to the cloud, which led to a yearlong contract negotiation involving lawyers to ensure student data is protected. In the meantime, the WELL has not been able to get software updates or technical support because the system has not been upgraded; therefore, the current system is antiquated. The hope is that the upgraded system will be greater and more user friendly. Farrell adds that the plan is to launch to the cloud over spring break. So it should be known within the next thirty days what the upgraded system looks like. However, it is currently still planned to go out for RFP process.
  - b. Andrew Singletary, Union WELL Inc.'s Director of IT and Facilities attending in Olmsted's absence, reviews the strategic plan for Facilities & IT. He begins with performance measures and then proceeds to review the project lists for the Administration department. Projects include upgrading the Union's lighting system, which is from the 1990's and is so antiquated that parts are having to be purchased on eBay. Singletary adds that the entire building will be on a new lighting control system.
    - Hayano asks if the lights will have motion sensors that trigger the lights to turn off or on. Singletary confirms that they do have motion sensors and adds that it is a Title 24 requirement.

- c. Singletary proceeds to review the IT project list, which includes researching a new IT ticketing system; noting that the corporation has outgrown the current system and the current system's price just went up so it is an ideal time to shop around.
    - Hayano states that CSU uses Service Now. Singletary says that they will be looking into it. He also notes that Confluence from Atlassian has a free, license based, ticketing system for companies on 501c3 status that he is exploring.
  - d. Singletary moves on to the Facility Services project list including switching the Union fire alarm from Simplex to Notifier, and moving from Corbin to Medeco key system in the Union, noting that the WELL is already on the Medeco system.
    - Hayano asks if fobs will be used instead of keys. Singletary states that many fobs are used but there are areas that cut keys are still used as fobs are costly.
  - e. Lastly, Singletary reviews the Maintenance & Facility Operations project list, which includes reviewing the Maintenance Connection software, which is the maintenance ticketing system, and updating all assets and adding new areas from Union expansion. Also on the project list is the addition of a new full-time maintenance staff member.
  - f. At this point in the meeting, Woldeyohannes resumed her duties as chairperson.
5. 2017-2018 Year End Projections: Farrell (Information)
- a. Farrell began the meeting with this item since quorum had not been met. She refers to the year-end projection (YEP) insert in the handout as well as the cross spread and explains the layout for new members. She states that the original budget estimated a surplus of \$1,022,750, but the YEP is estimating a surplus of \$1,247,489. Farrell then explains that there are upcoming projects that the corporation is still determining what the funding sources will be, so money is being held aside just in case. For example, the WELL will be moving the golf cart storage out of loading dock, which is due to expansion but may use TBU01 or expansion funds.
    - Yang arrives at 7:50am and quorum is met. Farrell returns to item #3.
  - b. Farrell recaps the YEP summary and cross-spread and notes that there were many changes but the corporation is in great shape and is able to protect its surplus. She mentions revenue highlights and states that revenue is estimated to be \$223,277 over what was initially projected thanks, in part, to interest income being higher than planned as well as some large events and co-sponsorships that were not budgeted for. Farrell then moves on to expenditures and mentions highlights. Farrell notes that the expenditures projection includes the projects and costs that are on the Capital & Plant fund request for approval. She explains that there was a savings of \$35,000 and the plan is to use that savings toward \$70,000 in extra purchases for projects and items that are needed now. Therefore, if the Capital & Plant request is approved, the projections are already accounting for this YEP number. If the request is not approved, the year-end projections would have additional savings of \$40,000.
6. Cap and Plant Updates 2017-2018: Farrell (MSP: Trejo, Vang)
- a. Farrell refers to the full update included in the handout noting that the new items and price adjustments are highlighted in yellow. She then discusses the projects, which total a \$40,000 net request. In discussing the projects, Farrell notices that there is a project description missing in the price adjustments section. She clarifies that the NVR replacement resulted in a savings of \$3,342.48, and the project with a \$7,227 cost increase is for additional computer refresh.
7. The meeting was adjourned at 9:01am

Respectfully Submitted:

  
Name

3/28/18  
Date