



Union WELL, Inc Board of Directors Meeting Minutes

Wednesday, March 12, 2025 7:30am

Green and Gold Board Room, University Union, 3rd Floor

- 1. This meeting was called to order at 7:34am by Williams, Chairperson.**
 - a. Present: Marina De La Cruz Ramirez, Nikki Khamsouksay, Deborah Williams, Nataly Andrade-Dominguez, Alina Nadeem, Drew Harris, Bill Hébert, Natalie Daniel, Christine Flowers, Marisol Flores
 - b. Also Present: Rina Chhong, Zenia LaPorte, Andrew Singletary, Jill Farrell, Bill Olmsted, Andrew Reddish, Erica Wood, Karla Irlbeck, Steven Dasman, Andy Nguyen, Michael Eldridge, Elvia Felix, Samuel Jones
- 2. Public Comment**
 - a. None
- 3. Consent Calendar: (MSP: Nadeem, Khamsouksay)**
 - a. Approval of Board of Directors Meeting Minutes – February 12, 2025
 - b. Approval of Executive Committee Meeting Minutes – February 26, 2025
- 4. 990 Tax Form Presentation: (MSP: Daniel, Flowers)**
 - a. Olmsted welcomes the team from ASI, who provide accounting services to Union WELL, Inc. (UWI), and the team from CLA attending via Zoom. CLA presents the 990-tax form for 2023, which is an information return, not a tax return, and is subject to public disclosure. They provided an overview of the document and discussed highlights, summarizing governance and financial information, including a year-to-year comparison.
 - b. Eldridge comments that he appreciates the explanation and thinks it was very well done. Farrell clarifies that regarding unrelated income, alumni memberships are considered to be unrelated and that it is where a lot of UBI (unrelated business income) comes from.
- 5. New Business**
 - a. 2024–25 Capital, Repair and Replacement, and Art Expenditures Additions: Information
 - i. No information was reported.
 - b. TBU01 and TBU04 Project Updates: Information
 - i. Olmsted explains that there were plans to bring changes to the TBU01 and TBU04 list but they were not ready in time, and would not be presented at this meeting. The changes were in regards to the East Walkway project and air handler unit 6 at the University Union. Both will hopefully be brought to the Board at the April meeting.

- c. Intramural Sports Summer 2025 Player Pass Proposal: **(MSP: Harris, Flores)**
 - i. Irlbeck reviews the Intramural Sports Summer 2025 Player Pass Proposal. This proposal waives the fee for intramural participation for the 2025 summer session. This won't be a permanent change, but rather a test to gauge participation. The benefits of this proposal include the removal of a financial barrier, increased visibility of the intramural sports program, and increased value of the WELL membership. The financial impact of this fee waive is minimal, but if seen as successful, a proposal to make this a permanent change could be brought to the Board in the spring of 2026.
- d. WELL Intramural Sports – Price Increase Proposal: **(MSP: Nadeem, Ramirez)**
 - i. Irlbeck reviews the WELL Intramural Sports – Price Increase Proposal. This proposal will increase the fee groups pay if they want to request WELL officials and Event Monitors. This increase is to keep up with the minimum wage increases and administrative costs over the past two years.
 - ii. Daniel asks to go over the methodology in more detail. Reddish responds that there are three levels of student employees however they are all classified as one here. When a group wants to hold a tournament, they reach out to the WELL to use its officials. They meet with Irlbeck for intake and to design the structure of their program. The price increase captures the administrative time for Irlbeck as well as the officiants that work the event.
 - iii. Khamsouksay asks, "Is this an hourly rate? Is there a minimum they must meet to use you?" Irlbeck responds that it is an hourly rate and is based on the event time duration, including setup and teardown.
- e. WELL Build – Price Increase and Duration Adjustment Proposal: **(MSP: Daniel, Flowers)**
 - i. Dasman and Nguyen presents the WELL Build – Price Increase and Duration Adjustment Proposal. The proposal looks to adjust the hourly cost for WELL Builds for student groups from \$10 to \$12 as well as implementing a two-hour minimum. This increase will cover administrative/intake costs. Groups that continue to request one-hour builds may do so but will still be charged the two-hour minimum. Reddish further explains that WELL Builds are available to all groups on campus. If a group wants a team-building activity, they can reach out to Nguyen for intake and to discuss goals for the program. Nguyen will then design an agenda based on the information discussed. The price increase is meant to capture the time and work needed to design and run these programs as well as address the minimum wage increase. Dasman adds that the most comparable model is PEAK Adventures who have a two-hour minimum. The WELL's pricing is in line with theirs for student groups but are lower for outside groups.
- f. WELL Event Services – Price Increase Proposal and Addition of New Rates: **(MSP: Nadeem, Harris)**
 - i. Wood reviews the WELL Event Services – Price Increase Proposal and Addition of New Rates proposal. She explains that this was last reviewed in 2023 and it was determined then that an increase was not needed. However, every year,

assessments are made to determine if changes are necessary. The proposed rates are for activity space rentals. The first is the Event Monitor rate, which currently exists, and proposes an increase to \$22/hour. Due to the increased complexity of events being requested, there are two new additional rates being proposed: an Event Supervisor rate at \$25/hour and an Event Coordinator rate at \$75/hour. These proposed rates would be used as needed, when an event calls for it.

- ii. Flowers asks how the rate to recoup costs was determined? Wood responds that at the time of the reservation, an estimate is given but an organization is not invoiced until after the event and are only billed for what is used.
- g. WELL Conference Suites – Student Organization Rental Rate Increase Proposal
(MSP: Andrade-Dominguez, Daniel)
 - i. Wood reviews the WELL Conference Suites – Student Organization Rental Rate Increase Proposal. She explains that currently, student organizations are allowed to reserve two rooms at the same time at no cost as long as there is no admission fee. The proposal allows student groups to book additional rentals, per month, at a newly proposed rate. The single room rental fee would only apply after the organization's free monthly reservation.
- h. WELL Conference Suites Reservation Policy Update Proposal (no action taken)
 - i. Wood reviews the proposed updates to the policy and provides clarification to Board members on specific areas. After much discussion and feedback from the Board, staff was directed to revise some of the policy language and bring back to the Board at a later meeting for review and approval.
- i. WELL Activity Space Reservation Policy Update Proposal
(MSP: Hébert, Andrade-Dominguez)
 - i. Wood reviews the proposed changes to the WELL's Activity Space Reservation Policy.
- j. 2024–25 Proposed Annual Corporate Project List
 - i. Olmsted reviews the 2024–25 proposed annual corporate project list which is a list of projects various departments have put forward to accomplish in the coming year. IT, the University Union, The WELL, and Marketing each have their own category which are then broken down into sub categories by program area. This list is first brought to the Board informally due to the extensive size and to give members the opportunity to ask questions in advance of approval, as many items have budgetary implications. The list will then be brought back to the April Board meeting for formal approval, when it can be clearly illustrated that there are budgetary resources to support it.
- k. 2024–25 Year End Projections
 - i. Olmsted reviews the 2024–25 year end projections, which projects the organization's expenses for the remainder of the fiscal year, and denotes whether a category is expected to be under or over budget as well as an explanation for the variance. Year end projections for revenue under contract

and lease payments are expected to be under budget due to tenancy changes as well as a delayed start for food vendors. Interest income far exceeded the original budgeted amount due to interest rates not changing as expected. Farrell adds that the category with the largest expense savings, amounting to a total of \$917,000, was staff salaries due to vacancies and the inability to fill positions.

- ii. Flowers asks where the interest is being generated? Farrell responds that UWI funds are held in LAIF (Local Agency Investment Fund), an interest accruing account as approved by the Chancellor's Office, and funds are transferred to UWI's local bank as needed for expenditures throughout the year. Farrell adds that it is one of the few approved investment accounts that auxiliaries may use.
- iii. Daniel asks, is it a university account or a state treasury account? Farrell responds state treasury.

6. Reports and Comments

- a. Printed area reports were distributed to the Board members

7. This meeting was adjourned at 9:15am.

Respectfully Submitted:



Authorized Signature

4/23/25

Date