Wisconsin Union 2017-2018
April 11th, 2018: Meeting Agenda
Agriculture Room, Union South (3rd Floor)

5:30 pm  Welcome & Dinner

6:00 pm  Call Meeting to Order

6:20 pm  Action Items
  ● Approval of March’s meeting minutes
  ● Facilities Gender Natural Bathroom Recommendation
  ● Hoofer Constitution Changes
  ● Dining: Wisconsin Union Demonstration Kitchen Policy
  ● Open Forum

6:35 pm  Theater Budget

6:45 pm  Hoofer Budget

7:00 pm  Subcommittee Updates
  ● Admin
  ● Facilities
  ● Dining
  ● External
  ● P & L

7:30 pm  Reports
  ● Director
  ● Name Spaces Update
    ○ Additional Union Council Date, gather availability
  ● VCSA update
  ● Financial Report
  ● WUD Update
  ● ASM Update

8:00 pm  Close Meeting
Union Council Meeting Minutes  
March 14, 2018  
Memorial Union

Present: Dan Grabois, Heidi Lang, Mark Guthier, Iffat Bhuiyan, Courtney Medick, Omar Jandal, Nick Munce, Susan Dibbell, Forrest Koslowski, Sam Park, Lori Berquam, Jordan Pasbrig, Sydney Weiser, Chris Verhaeghe, George Cutlip

Absent: Liz Preston, Max Goldfarb

Guests: Mills Botham, Farhat Bhuiyan, Shauna Breneman, Mary Russell, Zonghao Zou, Natalie Tri, Katie Morrison

Jones Leadership Center

The Jones Leadership Center interns Zonghao Zou and Natalie Tri gave a presentation regarding their work as Jones Leadership Center Interns. This included their goals, mission, and what they accomplished consisting of various workshops and lectures. They explained that 83 students have attended workshops and gave an overview on upcoming events, retreats and conferences. They also provided information on their experience at the 2018 Impact Conference.

Porchlight Internship

Katie Morrison then provided a summary about her work in the Jones Leadership Center. As the Porchlight Intern, including hosting a chef tasting event where they raised $40,000 and had 250 people in attendance. She has been working at Porchlight on various projects.

Action Items

Minutes

Nick moved to approve the February 7th and 21st meeting minutes. Omar seconded and the motion passed.

Directorate Budget

Everyone walked through the highlights of the line by line WUD budgets. Nick reminded everyone of the major changes including adding money to the Art Committee to pay artists.
Jordan moved to approve the Directorate Budget. Forrest seconded and the motion passed.

Open Forum

Iffat opened the floor for an open forum.

Omar raised the question of the student employee survey and what the results looked like. Susan explained that the survey closed at the beginning of the week and that Jacob Hahn is now compiling the data. She provided a brief summary including that the responses are favorable and students who currently work at the Union enjoy it.

Sydney asked if it would be possible to send the survey out to people who have previously worked at the Union. Susan said that it is more complicated but she can look into it and get back to the Council.

Officer Team 2018-19 Director Presentation

2018-19 Union Council President Mills Botham and Vice President of Internal Affairs Farhat Bhuiyan gave a presentation on the applicants for Director and Summer Coordinator positions 2018-19. They went over the various demographics of the applicant pool including age, gender, race and major.

Jordan asked what the outreach and recruitment process looked like for this and Courtney responded that she utilized all-campus emails, social media, student org fairs and advertised at committee events.

Dan asked if there was a good number of applicants. Farhat said that she and Mills were excited about the number, but would have liked to see more for certain committees.

George asked if the applicant pool was missing any particular demographic and Farhat explained that only one African American student applied.

Iffat asked if there was a correlation between international students and people who were previously involved and Farhat explained that some were probably involved in Global Connections.

The Council then moved into a closed session.

The 2018-19 Union Directorate was decided as follows:

Alternative Breaks Director: Shelby Herring
Art Director: Brandon Phouybanhdyt
Cuisine Director: Lucy McNeil
Mark moved to approve the 2018-19 Union Directorate. Nick seconded and the motion passed.

**Named Spaces Discussion**

Iffat explained that she would like to address the issue regarding the naming of the Porter Butts Gallery and Frederic March Play Circle this year. Mark provided background information about the history of the two men and the problem at hand. Iffat then opened the floor for discussion.

Nick asserted that the Council should not push this off for fear that once they do, it will not be addressed for a long time. George agreed that the Council must open a line of inquiry no matter what.

People debated whether to push the deadline for a decision back, but Nick asserted that if the date is moved back people will not work on it until that date. It was decided that they would not push the issue back and would instead add another Union Council meeting to go over the issues.

Iffat then presented her motion on the issue and the Council walked through it with her to make edits.

Lori moved to approve the policy with the appropriate edits. Jordan seconded and the motion passed.

**Subcommittee Updates**
Facilities

Forrest explained that there was a request that the Union make more inclusive restrooms in Union South and that the Committee is working on the request.

Program and Leadership

Nick explained that they finished the Publications study and are now gathering and compiling the information. They will give updates next at the meeting.

Dining

Sydney explained that they are working on writing a policy that allows for a new demonstration kitchen to be used. She added that the only thing that is being finalized is where the kitchen will officially take place.

Iffat asked when the policy would expire and Sydney responded that it would be good for five years.

External Relations

Courtney updated that the Committee reviewed various Union studies.

Reports

Director

Mark updated that in the upcoming weeks the kitchen will return to Memorial Union.

WUD

Five students attended South by Southwest and had a great time, The Shape of Water and The Greatest Showman are playing in the Marquee. Lit Fest is coming up.

ASM

Jordan updated that they recently had a Town Hall and that Student Council elections ended. He also added that the Union Budget was approved by SSFC.

Hoofers

Forrest explained that for spring break many Hoofers members will be traveling all over the country and that they are working on their new websites. He also added that elections are ending on Monday for the various leadership positions.

Sam motioned to adjourn the meeting. Omar seconded and the meeting was adjourned at 8:12pm.
Facilities Subcommittee Recommendation

**Background:** The Facilities Subcommittee has been exploring opportunities to engage the transgender community at UW – Madison through more inclusive restrooms, specifically at Union South. The focus was on the third floor Commuter Shower and the first floor restrooms closest to the Sett. The latter will take much more planning and renovations; however, the third-floor commuter shower can be more quickly converted.

**Recommendation:**

The Facilities Subcommittee recommends to Union Council:

1. Convert third-floor Commuter Shower restroom into a gender inclusive restroom
2. Remove key card access to third-floor Commuter Shower restroom at Union South
3. Turn the shower off after a transitional period (to allow users time to adjust)
4. Uniform signage (universal language) to direct traffic.

These recommendations are in accordance to the request from the Engagement, Inclusion and Diversity committee to create more inclusive restroom options at Union South.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

BYLAWS TO THE CONSTITUTION OF THE WISCONSIN HOOFERS
Approved by Hoofer Council April 27, 2009; November 16, 2009; March 24, 2014; May 4th, 2015; October 19th, 2015; May 2016; March 26th, 2018

Bylaws

Article I

The emblem of the Wisconsin Hoofers of the Wisconsin Union herein referred to as Hoofers, shall be a black horseshoe superimposed upon a red W.

Section 1. All members of Hoofer Council, OUW Staff (excluding yoga leaders), and Basecamp Leaders shall by virtue of their office be entitled to join all of the affiliated clubs by paying the price of the Council Fee for each club, or $50 to Council for all 6 clubs.

All executive board members of each of the 6 Hoofer clubs can receive free memberships to their respective clubs for the price of the Council Fee, excluding team executive board members.

All team captains and directors can receive a free membership to their club by paying the Council Fee.

All past club presidents can receive a free membership to their respective club for the price of the Council Fee.

Section 2. The Hoofer advisor(s) shall be ex-officio non-voting member(s) of Hoofer Council and its affiliated clubs.

Section 3. By a vote of the majority of the voting members of the entire Council, any person may be granted an honorary life membership in Hoofers. Persons so honored will be so informed in writing by the Hoofer Council President.

Section 4. Yearly honorary memberships in Hoofers may be granted by a majority of Hoofer Council.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

Article II – Composition and Governance of Hoofer Council

Section 1. A quorum of Hoofer Council shall consist of a majority of the voting members of the entire Hoofer Council.

Section 2. Hoofer Council shall consist of the Hoofer Council President, Executives, Vice-Presidents, Hoofer Council Chairpersons, Club Representatives, Presidents, and non-voting members.

Section 3. Hoofer Council Executives, consisting of the President, the Vice-President of Programs, the Vice-President of Marketing, the Vice-President of Education & Risk Management, the Vice-President of Finance, the Vice-President of Information Systems, and the Vice-President of Administration, shall meet on a weekly basis during the academic year and as needed during breaks to discuss current issues, coordinate the current projects of Hoofer Council, and set the next Hoofer Council agenda.

Section 4. Hoofer Council Chairpersons shall be the chairs of Hoofer Council subcommittees responsible for various areas of Hoofers. These subcommittees shall not be of predetermined size. They will be formed at the Chairpersons’, Executives’ or Council’s discretion and will meet as needed. The current subcommittees of Hoofer Council will be listed on the official Hoofer website and on file in the Outdoor UW Office.

Section 5. Each affiliated club president/commodore will sit and act as the permanent representative to Hoofer Council. The president of each affiliated club shall submit to the Hoofer Council President a list of alternate representatives, or she/he may authorize a substitute with voting power by notifying the Hoofer Council President prior to the meeting at which the substitute will sit on Hoofer Council.

Section 6. Non-voting members of Hoofer Council are selected by Presidential appointment and approved by a Hoofer Council simple majority. Non-voting members are required to attend at least two Hoofer Council meetings per semester. Current non-voting members of Hoofer Council and position descriptions shall be listed on the official Hoofer website and on file in the M:Drive, online storage, or in the Outdoor UW office.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

Section 7. Duties of Hoofer Council members shall be listed and described in the current position description of each position. Current position descriptions for all Hoofer Council positions shall be filed with the Outdoor UW Office at the Wisconsin Union and shall be available on the Hoofer website. Position descriptions may only be adopted or changed by a majority vote of the voting members of the entire Hoofer Council.

Section 8. Hoofers shall be governed by common etiquette and respect as well as any rules adopted by Hoofer Council. If the need arises, the rules contained in the current edition of Robert’s Rules of Order may be used to govern Hoofers for any one meeting or any portion of one meeting if agreed upon by a majority of the voting members present. Robert’s Rules of Order shall only be used in cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules Hoofers may adopt.

Section 9. Proxy voting is prohibited, but Hoofer Council members are permitted to vote on specific issues by an emailed or written absentee ballot submitted to the Hoofer Council President prior to the vote.

Article III – Selection and Turnover of Hoofer Council

Section 1. No later than the last week of February, the Hoofer Council Vice President of Administration, who shall act as the Hoofer Council Election Commissioner, shall make known to the general membership of Hoofers the availability of Hoofer Council positions for the coming year and the selection procedure for obtaining those positions. If the Vice President of Administration cannot act as election commissioner, he/she shall appoint someone to fulfill that role.

Section 2. Selection procedure for the new Hoofer Council Executives:

a. No later than the first Hoofer Council meeting of March, current Hoofer Council Executives shall set up a timetable for election procedures that shall provide for the following:

1) The new Hoofer Council Executives shall be named no later than the end of the 1st week of April.

2) Nominations shall open at least one week after the notification of the general membership of Hoofers of the availability of Hoofer Council positions for the coming year.

3) Nominations shall remain open for at least one full week.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

4) The elections shall run for at least one full business week.
b. All nominations must be accepted by the nominee by submitting a written platform to the commissioner of elections. No nomination that has not been accepted shall be considered.
c. All valid nominations that accept their nomination shall appear on the election ballots.

Section 3. Election procedures for Hoofer Council Executives
a. Election shall be by secret ballot. To prevent duplicate voting, voters may be required to write their name on the ballot, but this information shall remain secret. If a voter wishes to have an anonymous ballot, they may do so by registering their name with the Hoofer office. Each member will be permitted one anonymous ballot per election. As soon as that member has received his/her anonymous ballot, he/she shall be marked as having voted regardless of whether or not they turn in that ballot.
b. If online voting is available
   1) Voting will take place on the Hoofers database platform.
   2) All members with an active membership in any club will be allowed one ballot regardless of how many clubs they are a part of.
   3) The online voting will be managed by the Hoofer Council elections commissioner.
   4) Write-in votes are permitted
d. If online voting is not available
   1) The ballot box shall at all times be under the supervision of individuals approved by Hoofer Council. Election security shall be the responsibility of the Hoofer Council elections commissioner.
   2) The ballot box shall be open during Outdoor UW hours of operation during the time of elections. The ballot box shall also be available for an appropriate amount of time during that week at any scheduled meeting of Hoofers or an affiliated club.
   3) Write-in votes are permitted.
   4) Votes may be submitted via email to a person designated by Hoofer Council. The designee shall print the email and place it in the ballot box. By voting via email, the voter forfeits his/her right to an anonymous ballot.
e. Each current member of Hoofers shall be allowed one vote regardless of how many affiliated clubs of which he/she is a member.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

f. A ranking system shall be used for voting. Each voter shall rank the candidates in the order of preference (a ranking of 1 indicating the greatest preference). Upon counting the votes, if no one candidate has a majority of the votes, an instant run-off system shall be used: The candidate with the fewest votes shall be dropped and all votes that had been given to that candidate shall be given to the voter’s next choice. This shall be repeated until one candidate has a majority of the vote.

g. At least three (3) designees of Hoofers Council shall count the ballots in the presence of at least one of the Hoofers advisors. The person receiving the most votes for each office shall succeed to that office. The names of the winners shall be posted within three days after the ballot box closes. However, in case of a tie Hoofers Council shall decide how the winner will be chosen and post his/her name within three days after the meeting of Hoofers Council.

h. For a write in candidate to be eligible for a position for which they are written in, they must have received at least 10% of the votes casted.

Section 4. Selection procedures for Hoofers Council Chairpersons

a. The Hoofers Council Chairpersons (as defined in Article II Section 4 of these bylaws) shall be selected by the newly elected Hoofers Council Executives.

b. Applications for Hoofers Council Chairperson positions shall be due no later than one week after the announcement of the new Hoofers Council Executives.

c. The newly elected Hoofers Council Executives shall select the Hoofers Council Chairpersons with the following criteria included in their considerations:
   1) Qualifications to perform the duties of the position
   2) Status as a UW-Madison student (Hoofers Council must maintain a two-thirds majority membership of students)
   3) Balance of representation of affiliated clubs

d. Selections shall be decided upon no later than the third Hoofers Council meeting in April; vacancies may be left open at the discretion of Hoofers Council Executives until a suitable candidate for a position is found.

e. Each of the selections for Hoofers Council Chairpersons shall be approved by a majority vote of the voting members of the entire sitting council.

Section 5. Implementation procedures
Wisconsin Union Policy SE5-0  
Hoofers General Constitution and Bylaws

a. Changeover shall take place on the date of the last Union Council meeting of the academic year.
b. A position guide shall be maintained for each position on Hoofer Council to help facilitate the transition process.
c. The new Hoofer Council shall convene no later than the last week of classes in the spring term.

Section 6. Vacancies
a. If the Presidency is vacant, Hoofer Council shall select one (1) of the four (4) Vice Presidents to become President by a majority vote of the voting members of the entire Hoofer Council excluding any vacant positions.
b. If the President and all four (4) Vice President positions are vacant, a new President shall be appointed by a two-thirds vote of the voting members of the entire Hoofer Council excluding any vacant positions.
c. All other administrative vacancies shall be filled by a Presidential appointment subject to approval by a majority vote of the voting members of the entire Hoofer Council excluding any vacant positions.
d. A vacancy of the representative of an affiliated club shall be filled in accordance with the constitution and/or bylaws of that club.

Section 7. Recall
a. The representative of an affiliated club may be removed only in accordance with the provisions set forth in the constitution of that club or for revoked memberships.
b. Any other voting member of Hoofer Council may be removed by a three-fourths vote of the voting members of the entire Hoofer Council, exclusive of the member whose removal is being voted on and any vacancies.
c. Non-voting members of Hoofer Council may be removed by a two-thirds vote of the voting members present.
d. No recall vote of a member of Hoofer Council is valid unless the member has been notified and a recall notice has been posted via all commonly used channels of announcing Hoofer meetings for at least the six days prior to the meeting at which the recall vote is being taken. The recall notice shall specify the Hoofer Council member sought to be recalled, and the time, date, and place of the hearing and recall.
e. Any member of a committee appointed by Hoofer Council may be removed by a majority vote of Hoofer Council.
Article IV – Tasks and Powers of Hoofer Council

Section 1. Hoofer Council shall have the authority to make any decision regarding Hoofers that is not expressly denied by the Hoofer Constitution, these bylaws, the policies of Hoofers, or any superseding organization.

Section 2. The Hoofer Council Executives shall, in the absence of Hoofer Council, have the authority to take actions, by majority vote, they deem necessary to protect Hoofers, any of the affiliated clubs, or any individual members. Any such action can be subject to review by Hoofer Council. Any Commodore with a hyphenated surname will have the authority to officially knight any Hoofer member.

Section 3. Hoofer Council shall maintain a record of its rules in the Hoofer Standing Rules maintained by the Hoofer Council Vice-President of Administration on the official website of Hoofer Council and filed in the Outdoor UW Office.
Article V – Affiliated Clubs

Section 1. An affiliated club shall come into existence upon presentation of a constitution and/or bylaws to Hoofer Council, a public hearing on the proposal by Hoofer Council, and acceptance by a two-thirds vote of Hoofer Council and approval by Union Council.

Section 2. The affiliated clubs shall consist of Mountaineering, Outing, Riding, Sailing, SCUBA, Ski & Snowboard clubs and any other club officially accepted by Hoofer Council and Union Council.

Article VI – Finance Committee and Financial Procedures

Section 1. There shall be a subcommittee of Hoofer Council to be referred to as the Finance Committee. This subcommittee shall be responsible for helping with financial oversight of Hoofers and its affiliated clubs.

Section 2. The membership of the Finance Committee shall consist of the financial officer of each of the affiliated clubs, and those appointed by the Vice President of Finance or Hoofer Council President, and shall be chaired by the Hoofer Council Vice President of Finance.

Section 3. Each February, the Hoofer Council Finance Committee shall review the Hoofer Council budget and the budgets of the affiliated clubs before submitting them to Hoofer Council as directed by Hoofer Council.

Section 4. No club may make a commitment whose potential liability exceeds the retained earnings, and income, of that club at that time without the approval of a majority of the voting members of the entire Hoofer Council.

Article VII – Hoofer Leadership Position Requirements

Section 1. When considering eligibility for leadership positions, Hoofers shall define a student as any person pursuing a degree whom also meets one of the following criteria during the Fall and Spring Scholastic Semesters (except in his/her final semester before degree completion):

- Enrolled in six of more undergraduate credits, or
- Enrolled in three or more graduate credits, or
Wisconsin Union Policy SE5-0  
Hoofers General Constitution and Bylaws

* Enrolled in two or more credits and dissertating

Section 2. All presidents and vice-presidents (or their equivalents) shall be students during their term, as defined in Bylaw Article VII, Section 1.

Section 3. At least two-thirds of each club’s governing board voting positions shall be held by students, as defined in Bylaw Article VII, Section 1.

Section 4. In the event that an adequate number of students cannot be recruited for governing board positions, the duties of certain positions may be delegated to a non-student volunteer until a qualified student is recruited to fill the open voting position, per each club’s constitution or bylaws. The non-student volunteer will not have a vote, and will be encouraged to act as a mentor/trainer once a student is recruited.

Article VIII – Hoofers Open Meeting Requirements

Hoofers is encouraged to loosely follow Wisconsin open meetings law; however, in accordance with the Wisconsin Attorney General Office, Hoofers is not required to follow Wisconsin open meetings law.

Article IX – Paid Hoofers Leaders

In recognition of the fact that many Hoofers leaders also hold paid positions within their club, it is expressly allowed that paid Hoofers Leaders may serve on club governing boards and committees and enjoy full voting privileges, except if their specific paid position comes up for vote, in which case they must abstain. It is to be made known at the beginning of each new governing board term which Hoofers leaders hold paid positions in that club and as their position(s) change. Upon request of voting members, paid positions will be declared.

Article X - Electronic Votes

At the discretion of the chair, Hoofers voting bodies can vote electronically for all matters, excluding all Hoofers position matters, and votes requiring 2/3rds, as long as:

1. Equal effort is made to contact all voting members.
2. The vote ends either after a time designated by the chair in the call to vote, with a minimum of 24 hours, or once the vote has reached a clear majority of voting members ( whichever comes first).
3. Quorum is the same as at a regular meeting.
4. Official minutes are kept, either as an addendum to subsequent meeting minutes or
Article XI – **Hoofers Conduct Accountability Procedure**

**Making an Official Appeal to Hoofers Council**

**Section 1: Procedure Goal**

To provide guidelines under which Hoofers Officials may take corrective disciplinary
actions relating to the behaviors, actions, or conduct of Hoofers student & community
members. This procedure is consistent with all other Wisconsin Union behavioral and
conduct-related policies and is meant to enforce relevant University policies and the Hoofers
behavioral standards.

**Preliminary Process**

When a concern or complaint about specific behavior(s), action(s), or conduct of a Hoofers
member is brought forth by an affected individual or by an eye witness via an incident
report, the relevant club president, and their executive board, will meet to discuss the
incident, the specific behavioral or policy violations that may have occurred, and the
incident review process and timeline. If the executive board cannot reach an unbiased
decision, the incident will be reviewed by Council. If the relevant executive board is not
meeting regularly, Council will review the incident. If Council is not meeting regularly, the
incident will be reviewed by the conduct board (see Article XII, Sec. 2 for conduct board
procedures).

**Section 2: Disciplinary actions available include Reprimand, Suspension, and/or Expulsion.**

This is not necessarily a stepped process as some behaviors will warrant a greater outcome than a
reprimand or suspension. Disciplinary actions are defined as follows:

**Reprimand:** *A rebuke of specific behaviors, actions, or conduct.*

- Nature of the behaviors, actions, or conduct giving rise to the reprimand.
- Process the conduct board took to come to their decision.
- Action the Hoofers member must take to correct the performance or behavior.
- Additional outcomes from the incident in question or action the conduct board may take if the member’s behaviors, actions, or conduct does not improve (including suspension or expulsion).

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Wisconsin Union Policy SE5-0
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**Suspension**: A temporary, time-bound revocation of one’s ability to participate in Hooper clubs/programming.

- Nature of the behaviors, actions, or conduct giving rise to the suspension.
- Process the conduct board took to come to their decision.
- A specific time period during which the member may not participate in any Hooper club activities, programs, meetings, events, or lessons.
- Expectations of the member concerning their behaviors, actions, or conduct after suspension period has ended.
- Additional outcomes from the incident in question or action the conduct board may take if the member’s behaviors, actions, or conduct does not improve (including expulsion).
- Referral will be made to the Wisconsin Union membership office for potential suspension from Wisconsin Union programs/premises.

**Expulsion**: A permanent dismissal of one’s ability to participate in Hooper clubs/programming.

- Nature of the behaviors, actions, or conduct giving rise to the suspension.
- Process the conduct board took to come to their decision.
- The specifics surrounding the expulsion, what the member is prohibited from participating in, and specific buildings/spaces/places the member may not access.
- Referral will be made to the Wisconsin Union membership office for potential expulsion from Wisconsin Union programs/premises.

**Appeal Process**

The member in question may appeal to the Hooper Council President and Outdoor Recreation Director should they believe the decision the initial board came to is incorrect, biased, or unfair. This process is outlined in Articles XII an XIII. The Hooper Council President and Outdoor Recreation Director may choose to hold another hearing or uphold the initial decision. In the event that the initial decision was made by Council, the appeal should be made to the Outdoor Recreation Director and the Conduct Accountability board will decide on whether to hear the appeal. If the initial decision was made by the Conduct Accountability Board, the appeal should still be made to the Council President and Council will vote on whether to hear the appeal.
This is the policy for making an official appeal to Hoofer Council related to a decision made by any Hoofer Club governing board.

An official request for appeal to Hoofer Council will be designated so when the following occurs:

1. An appeal request is written and delivered preferably by email to president@hoofers.org or a hardcopy, addressed to the Hoofer Council President.
2. The request must clearly describe the specific appeal requested, as well as the grounds by which Hoofer Council should hear said appeal.
3. Arguments for a final resolution need not be made; instead, only address why Hoofer Council should hear the matter.

After the Hoofer Council President receives an official request as defined above, the following will take place:

- The Hoofer Council President will notify appropriate respondent(s) and provide a copy of the request for appeal.
- The Hoofer Council President will set a response deadline for the respondent.
- By the deadline the respondent(s) will submit electronically to the Hoofer Council President their response to the request for appeal.
- Once an official request and response is submitted a decision will be rendered by the Hoofer Council Executives that may include:
  1) Hearing the appeal
  2) Decline hearing the appeal
  3) Send the matter to the relevant governing board
  4) Other actions deemed prudent.

Article XII – Appeals at Hoofer Council
Making an Official Appeal to Hoofer Council

This is the policy for making an official appeal to Hoofer Council related to a decision made by any Hoofer Club governing board.

Section 1. An official request for appeal to Hoofer Council will be designated so when the
following occurs:

1. An appeal request is written and delivered preferably by email to president@hoofers.org or a hardcopy, addressed to the Hoofer Council President.
2. The request must clearly describe the specific appeal requested, as well as the grounds by which Hoofer Council should hear said appeal.
3. Arguments for a final resolution need not be made; instead, only address why Hoofer Council should hear the matter.

After the Hoofer Council President receives an official request as defined above, the following will take place:

- The Hoofer Council President will notify appropriate respondent(s) and provide a copy of the request for appeal.
- The Hoofer Council President will set a response deadline for the respondent.
- By the deadline the respondent(s) will submit electronically to the Hoofer Council President their response to the request for appeal.
- Once an official request and response is submitted a decision will be rendered by the Hoofer Council that may include:
  1) Hearing the appeal
  2) Decline hearing the appeal
  3) Send the matter to the relevant governing board
     • For appeals related to personal conduct, see Section 2
  4) Other actions deemed prudent.

Section 2. Conduct Accountability Board

- The Conduct Accountability Board will hear cases in the event that:
  o Neither the relevant club executive board nor Council are meeting regularly
  o Hoofer Council votes to send appeal directly to the conduct accountability board for review
- The Conduct Accountability Board will be comprised of the relevant club president and their executive board, the Hoofer Council education chair, and the club advisor (or their appointed proxies should these parties not be available)

Conduct Board Meeting Process

- All relevant information will be gathered and all pertinent questions asked during the conduct board meeting.
  o The member in question will be excused while the board deliberates possible disciplinary outcome(s) (if any) for the member in question.
  o Member in question has the right to bring a representative to the conduct board meeting. The representative cannot speak, however as they are just there for support.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

The board will deliver their decision to the member in question in person before adjourning the meeting. Unless circumstances are unusual, the board decision should be given in person with an opportunity for discussion between the conduct board and the member.

- An e-mail letter will be sent to the member in question outlining the conversation and the outcomes decided upon by the board.
- A designee of the convened group will notify the individual who lodged concern/complaint that action was taken.

Article XIII – Appeals at Hoofer Council

Section 1. The Hoofer Council President will serve as chair and facilitator as they see fit within the bounds of the following requirements:

1. Both sides are given equal time to present.
2. Parties are allowed to defer their speaking privilege equally (both can, or both cannot) within their allotted time.
3. Parties cannot ask the other party questions. Presenters can petition the President to ask questions of the other side. The President has sole discretion to grant or deny questions in part or in full.
4. After presentation only voting members will be allowed to ask questions for a predetermined amount of time, if time allows non-voting members of Hoofer Council can ask questions. The time is set by President.
5. After questions, discussion is limited only to voting members of Hoofer Council, and as requested for the Hoofer Council Advisor, who serves ex-officio.


- For appeals related to personal conduct, Council should first vote to uphold or reject the original decision made by the executive board. If Council votes to reject, they must deliberate and vote on an alternative action which includes, but is not limited to, the disciplinary actions listed in Article XI, Sec. 2.

Last Date of Review: Next Required Review Date: Page
Section 2. Appeals in Hoofer Council automatically reserve the right of either the Hoofer Council President or any voting member’s request (confirmation by simple majority of Hoofer Council) to enter into a closed session for any or all of an appeal.

Section 3. Regardless of closed or open session decisions are to be given to presenters orally (if present) and in writing, as well as made public as requested by any Hoofer member.

Article XIII – Hoofer Behavioral Accountability

Section 1: Procedure Goal
To provide guidelines under which Hoofer Officials may take corrective disciplinary actions relating to the behaviors, actions, or conduct of Hoofer student & community members. This procedure is consistent with all other Wisconsin Union behavioral and conduct-related policies is meant to enforce relevant University policies and the Hoofer behavioral standards.

Preliminary Process
When a concern or complaint about specific behavior(s), action(s), or conduct of a Hoofer member is brought forth by an affected individual or by an eye witness, the relevant club president, the Hoofer Council education chair, and the club advisor (or their appointed proxies should these parties not be available) will meet to discuss the incident, the specific behavioral or policy violations that may have occurred, and the incident review process and timeline.

This group will decide which of the subsequent processes the concerns raised constitute following:

- **Little specific information or proof is provided** surrounding the incident in question and/or it is not obvious if the behavioral agreement was actually violated. In this case, an informal conversation between the member in question and the club president and club advisor will be scheduled. During this meeting, the incident will be discussed and member in question will be educated on the concerns raised and issues that surfaced. The member in question will be provided with strategies to avoid finding themselves in a similar situation going forward, which may warrant a conduct board meeting. An e-mail letter will be sent to the member in question outlining the conversation with any necessary outcomes.

- **An adequate amount of specific Information or proof is provided** indicating that University policy of the Hoofer behavioral standard(s) have been violated. In this case, a closed-session conduct board meeting will be convened with the member in question by the club president. The conduct board shall include the above parties as well as up to two members of the club’s executive board (of the club president’s choosing) and must be scheduled within 10 days of the concern or complaint being lodged.
Wisconsin Union Policy SE5-0
Hoofers General Constitution and Bylaws

Information provided indicates that a club-specific rule or protocol was broken, but not the Hoofers behavioral standards or University policy. In this case, the club’s executive board shall meet to determine the course of actions they will take with the member in question. Club-specific rule or policy infractions are the purview of that club’s executive board with input from the club advisor.

Conduct Board Meeting Process
- All relevant information will be gathered and all pertinent questions asked during the conduct board meeting.
  - The member in question will be excused while the board deliberates possible disciplinary outcome(s) (if any) for the member in question.
  - Member in question has the right to bring a representative to the conduct board meeting. The representative cannot speak, however as they are just there for support.
  - The board will deliver their decision to the member in question in person before adjourning the meeting. Unless circumstances are unusual, the board decision should be given in person with an opportunity for discussion between the conduct board and the member.
- An e-mail letter will be sent to the member in question outlining the conversation and the outcomes decided upon by the board.
- A designee of the convened group will notify the individual who lodged concern/complaint that action was taken.

Disciplinary actions available to a conduct board include Reprimand, Suspension, and/or Expulsion. This is not necessarily a stepped process as some behaviors will warrant a greater outcome than a reprimand or suspension. Disciplinary actions are defined as follows:

Reprimand: A rebuke of specific behaviors, actions, or conduct.
  - Nature of the behaviors, actions, or conduct giving rise to the reprimand.
  - Process the conduct board took to come to their decision.
  - Action the Hoofers member must take to correct the performance or behavior.
  - Additional outcomes from the incident in question or action the conduct board may take if the member’s behaviors, actions, or conduct does not improve (including suspension or expulsion).

Suspension: A temporary, time-bound revocation of one’s ability to participate in Hoofers clubs/programming.
  - Nature of the behaviors, actions, or conduct giving rise to the suspension.
  - Process the conduct board took to come to their decision.
Wisconsin Union Policy SE5-0
Hoovers General Constitution and Bylaws

- A specific time period during which the member may not participate in any Hoovers club activities, programs, meetings, events, or lessons.
- Expectations of the member concerning their behaviors, actions, or conduct after suspension period has ended.
- Additional outcomes from the incident in question or action the conduct board may take if the member’s behaviors, actions, or conduct does not improve (including expulsion).
- Referral will be made to the Wisconsin Union membership office for potential suspension from Wisconsin Union programs/premises.

Expulsion: A permanent dismissal of one's ability to participate in Hoovers clubs/programming.
- Nature of the behaviors, actions, or conduct giving rise to the suspension.
- Process the conduct board took to come to their decision.
- The specifics surrounding the expulsion, what the member is prohibited from participating in, and specific buildings/spaces/places the member may not access.
- Referral will be made to the Wisconsin Union membership office for potential expulsion from Wisconsin Union programs/premises.

Appeal Process
The member in question may appeal to the Hoovers Council President and Outdoor Recreation Director should they believe the decision the conduct board came to is incorrect, biased, or unfair. The Hoovers Council President and Outdoor Recreation Director may choose to hold another hearing or uphold the initial decision.
Policy on Cooking Classes and Use of the WUD Cuisine Demonstration Kitchen

The purpose of this policy is to ensure that the cooking classes and educational uses of the cooking demonstration unit are done within university guidelines and abide by Union processes in order to promote the safe and educational sharing of cooking knowledge.

Overview

The demonstration kitchen is designed to further the mission of the Union by offering opportunities to teach and experience cuisine, through by WUD Cuisine, or Wisconsin Union Dining/Hospitality, or Wheel House Studio Courses.

The demonstration kitchen was purchased jointly by Wisconsin Union Dining and a grant from the Union’s Directors Fund. Wisconsin Union Dining will donate an amount to be agreed upon yearly to WUD to help produce events for WUD Cuisine, based on shared goals.

The demonstration kitchen may be reserved by either party (WUD or WU Dining) through CESO. In the case of conflict, both parties will discuss the use and come to terms.

Cooking classes or demonstrations shall be the sole purview of WUD Cuisine, Wheel House Studio Courses, or Wisconsin Union Dining. This policy does not apply to Hoofers, its clubs or subsidies, unless it is approved through Wisconsin Union Dining.

Procurement of Food

Food brought to the site by the instructor must be held below 41 degrees. If the instructor does not have a cooler, WUD Cuisine will provide one. WUD Cuisine can also order and prepare ingredients for the instructor. Receipts for the purchased food must be kept for the purchase of the food for 6 months in a secure location. Please be aware that no refrigeration units from Wisconsin Union Dining Services may be utilized in for the storage of food without prior approval from catering. However, Union South has a pantry room with a full size refrigerator that can store food. In the event food is stored prior, it will be clearly marked and labelled and held in a clean self-contained cooler or stored in the refrigerator in the pantry room. Use of the Pantry should be reserved through CESO. The reservation for the Pantry should be made for the length of time the organizers will want to store food in the refrigerator, which should not exceed 24 hours on either side of the actual event. All storage will be done to ServSafe Standards.

Who can teach?

Anyone who is registered with Wisconsin Union programs and/or signs all applicable contract and liability forms may teach.

Each instructor will receive and sign off on the agreement form, including Wisconsin Food Code documents that will be provided. (See the Attachment A and B)
WUD Cuisine committee members will be responsible for cleaning the demonstration kitchen after usage and ensuring that provided pots and pans are delivered to the catering dish room in the container in which they were provided.

**Use of Equipment**

The demonstration kitchen may be reserved by either party (WUD or WU Dining) through CESO. In the case of conflict, both parties will discuss the use and come to terms. The use of demonstration kitchen is limited only to Union South.

**Serving Sizes**

Due to the size of demonstration kitchen and food safety procedures, small (few ounces) samples will be provided to the audiences. However, full size meals can be provided to audiences when prepared by the Union catering service.

**Review of Process/Checking of Temps**

WUD Cuisine, or Wheel House Studio Courses as applicable, will develop a small group of ServSafe certified individuals each year. These individuals will ensure that safe practices are being followed by the instructors, including times, temperatures, storage of food, cooking and serving practices. Additionally, these individuals will ensure a temporary hand wash station is prepared.

**Class Sizes and Use**

Class sizes must be of 50 or less. This is to prevent large vectors for UHS purposes if sampling. Larger classes may be considered without sampling.

Additionally, the focus of the demonstration kitchen is to speak and demonstrate. While limited interaction is acceptable, the facilities are not designed to supplement the demonstration kitchen with, for instance, multiple tables where students would be preparing raw chicken breast for cooking.

Moreover, deep frying NOT is permitted on the demonstration kitchen for safety and sanitation reasons.

Varsity I and III are the only locations with suitable electrical for the demonstration kitchen to be used, but only half of the cooktop can be used at once when operating in Varsity I.

Storage of the demonstration kitchen is at Union South.
PERFORMING ARTS COMMITTEE

A place to be involved with the stage

WISCONSIN UNION THEATER
2017-18 SEASON
PERFORMING ARTS COMMITTEE

- **Selection and Implementation**
- **Weekly general meetings**
  - All members of Performing Arts Committee
  - General structure
  - Roles of each member/position
- **Weekly AD meetings**
  - Ralph, Marilyn, and the AD team
  - General structure
- **Day-of-show management**
  - Volunteer selection
  - Role of PAC in a show
CELEBRATING DIVERSITY
ENGAGING THE COMMUNITY
PRESERVING OUR HISTORY

- 100th Concert Series
  - Special committee chaired by Amanda Venske, current Concert Series AD and future PAC Director
  - Committee consists of students, School of Music faculty, longtime patrons & donors, and Madison area classical music advocates
SUMMER SERENADES
SUNDAY CONCERTS ON THE TERRACE
THE BILL AND CHAR JOHNSON CLASSICAL SUMMER CONCERT SERIES FUND

FESTIVALS

30TH ANNIVERSARY ISTHMUS JAZZ FESTIVAL 2017
JUNE 16 & 17
The UW Jazz Orchestra will debut a commissioned piece about the Terrace

FEATURING TERENCE BLANCHARD & THE E-COLLECTIVE!
SATURDAY, JUNE 17

FREE
BUDGETING

- Discounted student tickets: $10 or less (about 75% off full-price)
  - Subsidized by our endowment funds
- The goal: break-even
  - 60% of revenues come from ticket sales
  - 40% comes from grants (~$40,000/yr) and endowment support
- Ralph
Union Council Presentation
– The Wisconsin Hoofers

FY18 Revised Budget
FY19 Budget

Josh Grosser
VP-Finance 2017-2018
Overview

• Overview
• Personal Introduction
• Club Background
  ➢ Structure
  ➢ Members
  ➢ Internal Budgeting Process
  ➢ Financials
• Individual Club Budgets
• Questions
Personal Introduction

• Now
  ➢ Senior, majoring in Neurobiology and Scandinavian Studies, minoring in Business
  ➢ Biochemistry 501 peer learning facilitator
  ➢ YWCA children’s program volunteer
  ➢ Meriter Hospital TEAM UP volunteer
  ➢ VP-Finance for The Wisconsin Hoofers
  ➢ Undergraduate researcher in Glaucoma Lab

• Future
  ➢ Medical School
  ➢ MD/MBA??
Club Background – Structure

- Hoofer Council is a governing body
- Six clubs (Mountaineering, Outing, Riding, Scuba, Ski and Snowboard aka SnS, and Sailing), each with own exec board
- Six teams, each with own exec board
  - SnS: Nordic, Alpine, and Freestyle teams
  - Mountaineering: Climbing team
  - Riding: Equestrian team
  - Sailing: Sailing team
Club Background – Members

Total Memberships Purchased: 2056
Total Revenues (FY18 est.): $1.186 million
January 15: Council VP-Finance sends club leadership timeline and resources for budget revision/creation
January 15-February 26: Treasurers revise and create budgets with input from faculty advisors and student executive boards
February 26-March 6: Club budgets are approved by club executive boards
March 12: Club treasurers and club presidents present club budgets to Hoofer Council. Hoofer council either approves budgets or sends them back to club executive boards for changes
March 26: Hoofer council votes on budgets that were not approved on March 12
April 2: Hoofer Council approves council budget
April 11: Hoofer Council VP-Finance presents cumulative Hoofer budget to Union Council
Club Background – Financials

- Overall Retained Earnings: $39,656
- Hoofer Fund Balance: $151,760
- Total Financial Safety Net: $191,416
Club Background – Financials

- Mission and Objectives
  - Mission: To cultivate a community of outdoor adventure, learning, and growth
  - Non-profit

![Graph: Hoofers Revenue and Expenses (all clubs)]
Budgets – Council

- Members: 14
- Membership fee: $0
- Key Services: club marketing, grants, governance
- Historical Financials:

<table>
<thead>
<tr>
<th>Year</th>
<th>Estimated Retained earnings</th>
</tr>
</thead>
<tbody>
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<td>FY5</td>
<td>$(1,381)</td>
</tr>
<tr>
<td>FY6</td>
<td>$(3,583)</td>
</tr>
<tr>
<td>FY7</td>
<td>$(12,536)</td>
</tr>
<tr>
<td>FY8</td>
<td>$(6,729)</td>
</tr>
<tr>
<td>FY9</td>
<td>$500</td>
</tr>
<tr>
<td>FY10</td>
<td>$2,051</td>
</tr>
<tr>
<td>FY11</td>
<td>$13,291</td>
</tr>
<tr>
<td>FY12</td>
<td>$20,219</td>
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<tr>
<td>FY13</td>
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<td>FY16</td>
<td>$18,408</td>
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<td>$51,632</td>
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<td>FY18 Est</td>
<td>$62,612</td>
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<tr>
<td>FY19 Est</td>
<td>$57,162</td>
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Council Historical Retained Earnings

<table>
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<tr>
<th>Year</th>
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<th>Council Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY13</td>
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<tr>
<td>FY16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY18 Est</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY19 Est</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Council Historical Expenses and Revenues
Budgets – Council

• Current retained earnings: $51,632
• Budget overview:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18 Budget</td>
<td>$37,904</td>
<td>$37,450</td>
<td>$454</td>
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<tr>
<td>FY18 Revised</td>
<td>$31,430</td>
<td>$22,950</td>
<td>$8,480</td>
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<tr>
<td>FY19 Budget</td>
<td>$37,150</td>
<td>$43,900</td>
<td>($6,750)</td>
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</tbody>
</table>

• Important changes: Outdoor UW staffing
• Future goals: Integrated website, improved marketing, sustainability of Outdoor UW relationship
Budgets – Mountaineering

- Members: 152
- Annual fee: $30
- Key Services: Trips
- Historical Financials:

<table>
<thead>
<tr>
<th>Year</th>
<th>Rev</th>
<th>Exp</th>
<th>Retained Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY13</td>
<td></td>
<td></td>
<td>$0</td>
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<tr>
<td>FY14</td>
<td></td>
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<td>$5,000</td>
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<tr>
<td>FY15</td>
<td></td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>FY16</td>
<td></td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td>FY17</td>
<td></td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td>FY18 Est</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>FY19 Est</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Mountaineering Historical Retained Earnings

Mountaineering Historical Expenses and Revenues
Budgets – Mountaineering

• Current retained earnings: $3,882
• Budget overview:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18 Budget</td>
<td>$3,350</td>
<td>$1,340</td>
<td>$2,010</td>
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<tr>
<td>FY18 Revised</td>
<td>$18,226</td>
<td>$17,795</td>
<td>$431</td>
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<tr>
<td>FY19 Budget</td>
<td>$15,380</td>
<td>$15,530</td>
<td>($150)</td>
</tr>
</tbody>
</table>

• Important changes: Mountaineering team creation
• Future goals: More marketing, team sustainability
Budgets – Outing

- Members: 325
- Annual fee: $70
- Key Services: Trips
- Historical Financials:

### Outing Historical Retained Earnings

<table>
<thead>
<tr>
<th>FY</th>
<th>Outing</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY5</td>
<td>$5,432</td>
</tr>
<tr>
<td>FY6</td>
<td>$8,408</td>
</tr>
<tr>
<td>FY7</td>
<td>$7,586</td>
</tr>
<tr>
<td>FY8</td>
<td>$9,638</td>
</tr>
<tr>
<td>FY9</td>
<td>$8,435</td>
</tr>
<tr>
<td>FY10</td>
<td>$8,194</td>
</tr>
<tr>
<td>FY11</td>
<td>$7,966</td>
</tr>
<tr>
<td>FY12</td>
<td>$15,059</td>
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<tr>
<td>FY13</td>
<td>$18,072</td>
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<tr>
<td>FY14</td>
<td>$19,564</td>
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<tr>
<td>FY15</td>
<td>$17,897</td>
</tr>
<tr>
<td>FY16</td>
<td>$13,426</td>
</tr>
<tr>
<td>FY17</td>
<td>$18,483</td>
</tr>
<tr>
<td>FY18 Est</td>
<td>$16,474</td>
</tr>
<tr>
<td>FY19 Est</td>
<td>$14,654</td>
</tr>
</tbody>
</table>

### Outing Historical Expenses and Revenues

- Outing Rev
- Outing Exp
Budgets – Outing

- Current retained earnings: $18,483
- Budget overview:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
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<tbody>
<tr>
<td>FY18 Budget</td>
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<td>$15,753</td>
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<tr>
<td>FY18 Revised</td>
<td>$17,673</td>
<td>$19,682</td>
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<tr>
<td>FY19 Budget</td>
<td>$17,590</td>
<td>$19,410</td>
<td>($1,820)</td>
</tr>
</tbody>
</table>

- Important changes: Increased training scholarships
- Future goals: More leadership training to allow club growth, investment of retained earnings
Budgets – Riding

- Members: 70
- Annual fee: $125
- Key Services: Lessons, Equestrian team access
- Historical Financials:

<table>
<thead>
<tr>
<th></th>
<th>FY5</th>
<th>FY6</th>
<th>FY7</th>
<th>FY8</th>
<th>FY9</th>
<th>FY10</th>
<th>FY11</th>
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<th>FY19 Est</th>
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<tbody>
<tr>
<td>Riding Club and Stable</td>
<td>-</td>
<td>$6,844</td>
<td>$5,111</td>
<td>$(4,810)</td>
<td>$225</td>
<td>$(2,504)</td>
<td>$(7,512)</td>
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<td>$(96,311)</td>
<td>$(90,509)</td>
<td>$(85,242)</td>
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</tr>
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</table>
Budgets – Riding

- Current retained earnings: $(96,311)$
- Budget overview:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
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<tr>
<td>FY18 Budget</td>
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<td>FY18 Revised</td>
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<tr>
<td>FY19 Budget</td>
<td>$83,725</td>
<td>$78,458</td>
<td>$5,267</td>
</tr>
</tbody>
</table>

- Important changes: Horse sale revenues, lessons for community members largely overestimated in FY18 budget
- Future goals: Move towards positive retained earnings, increased fundraising, increased marketing to freshmen (club growth)
Budgets – Scuba

- Members: 47
- Annual fee: $44
- Key Services: Lessons
- Historical Financials:

<table>
<thead>
<tr>
<th>FY5</th>
<th>FY6</th>
<th>FY7</th>
<th>FY8</th>
<th>FY9</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
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<th>FY16</th>
<th>FY17</th>
<th>FY18 Est</th>
<th>FY19 Est</th>
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<tbody>
<tr>
<td>$-</td>
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<td>$2,932</td>
<td>$5,699</td>
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<td>$14,586</td>
<td>$13,781</td>
<td>$14,765</td>
<td>$16,251</td>
<td>$16,421</td>
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</tbody>
</table>

Scuba Historical Retained Earnings

Scuba Expenses and Revenues
Budgets – Scuba

- Current retained earnings: $14,765
- Budget overview:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
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</thead>
<tbody>
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<td>$1,486</td>
</tr>
<tr>
<td>FY19 Budget</td>
<td>$22,100</td>
<td>$21,930</td>
<td>$170</td>
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</tbody>
</table>

- Important changes: Partnerships with other organizations may bring in more members, lesson prices renegotiated
- Future goals: Increased socials, club growth through partnerships
Budgets – SnS

- Members: 545
- Annual fee: $45
- Key Services: Resale, trips, rail jam
- Historical Financials:

Ski and Snowboard (SnS) Historical Retained Earnings

<table>
<thead>
<tr>
<th>Year</th>
<th>FY5</th>
<th>FY6</th>
<th>FY7</th>
<th>FY8</th>
<th>FY9</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18 Est</th>
<th>FY19 Est</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$24,521</td>
<td>$48,250</td>
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<td>$69,293</td>
<td>$68,462</td>
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<td>$46,420</td>
<td>$26,137</td>
<td>$1,694</td>
<td>$32,112</td>
<td>$52,012</td>
</tr>
</tbody>
</table>
Budgets – SnS

- Current retained earnings: $1,694
- Budget overview:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18 Budget</td>
<td>$624,180</td>
<td>$607,382</td>
<td>$16,798</td>
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<tr>
<td>FY18 Revised</td>
<td>$593,874</td>
<td>$563,456</td>
<td>$30,418</td>
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<tr>
<td>FY19 Budget</td>
<td>$591,350</td>
<td>$571,450</td>
<td>$19,900</td>
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</tbody>
</table>

- Important changes: Resale margin much higher than expected, accidentally profited from winter break trip
- Future goals: Increase retained earnings, finance events without ASM grants, revive education interest
Budgets – Sailing

- Members: 917
- Annual fee: $249
- Key Services: Lessons, access to boats, youth program
- Historical Financials:
  - FY5: $28,027
  - FY6: $60,820
  - FY7: $68,388
  - FY8: $18,334
  - FY9: $28,521
  - FY10: $(2,879)
  - FY11: $9,433
  - FY12: $44,795
  - FY13: $(26,307)
  - FY14: $(17,609)
  - FY15: $1,333
  - FY16: $35,475
  - FY17: $24,383
  - FY18 Est: $27,545
  - FY19 Est: $34,643
Budgets – Sailing

- Current retained earnings: $24,383
- Budget overview:

<table>
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<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
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</thead>
<tbody>
<tr>
<td>FY18 Budget</td>
<td>$442,600</td>
<td>$435,812</td>
<td>$6,788</td>
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<tr>
<td>FY18 Revised</td>
<td>$425,251</td>
<td>$422,089</td>
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<tr>
<td>FY19 Budget</td>
<td>$442,950</td>
<td>$435,852</td>
<td>$7,098</td>
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</table>

- Important changes: Overspent on boards, underestimated membership
- Future goals: Increase membership fee, add fleet fees, more socials, increase retained earnings
# Budgets – Club Total

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenses</th>
<th>Net Income/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18</td>
<td>1,275,906</td>
<td>1,281,364</td>
<td>59,462</td>
</tr>
<tr>
<td>FY18 Revised</td>
<td>1,185,336</td>
<td>1,137,566</td>
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<tr>
<td>FY19</td>
<td>1,210,245</td>
<td>1,186,530</td>
<td>23,715</td>
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Questions?
Purpose
This document provides information on the structure of Wisconsin Union Directorate (WUD) Publications Committee, the process to apply to be a WUD Publication or receive support, the departure process for WUD Publications, and additional expectations.

Background
The WUD Publications Committee's mission is to celebrate and promote reading and writing on campus. Through various publications and related programming, the WUD Publications Committee aims to offer University of Wisconsin-Madison students various leadership opportunities to gain experience in publishing-related fields.

Being part of the Wisconsin Union Directorate, it is important to understand that the committee and any subgroup of the committee are expected to consider the mission and vision of the Wisconsin Union and strive to provide quality leadership experience to all members.

Wisconsin Union Vision: To be the heart and soul of a great University
Wisconsin Union Mission: Making lifetime connections on the campus, one person at a time

WUD Publications Structure
The Wisconsin Union Directorate Publications Committee includes the Publications Committee Administrators, the Editors-in-Chief of each publication and their respective staffs. The Publications Committee Administrators include the Publications Committee Director, Advertising and Revenue Associate Director, Creative Associate Director, Finance and Development Associate Director, Marketing Associate Director, and Special Events Associate Director. The Editors-in-Chief Council is comprised of the Editors-in-Chief and/or delegated leaders from each "Official WUD Publication." The WUD Publications publications' staff are comprised of the staff appointed by the various WUD Publications Editor in Chiefs such as magazine layout editors, features editors, associate editors, managing editors, copy editors, writers, photographers, designers, and any additional staff of "Official" WUD Publications.

WUD Publications Training
Mostly everything with the WUD Publications involvement is related to learning skills useful for the year and in life. WUD Publications is the premier learning experience for students looking to navigate the media/publishing industry. These educational activities include but are not limited to the following.

- All Associate Directors and Editors-in-Chief must attend the Associate Director Training in the Fall (late August).
- Particularly near the beginning of the semester All WUD Publications leaders receive extensive orientation including: being introduced to the WUD advisor, leaders outline goals for the year, publishing schedule deadlines for the semester are reviewed, overall Publications budget is reviewed, the Event Budget Request process is reviewed, review of ProCard credit card use and reimbursement
process, discussion of potential grants (ASM, Union, other), using Campus Event Services Office, Wisconsin Union Marketing resources, review WUD Publications Printing Guide, and more.

- An orientation group meeting with the Wisconsin Union Marketing liaison for printing.
- Self-guided training is useful and needed in many areas including using Adobe InDesign.
- Continual coaching by the WUD Publications Creative Arts Director on best practices on publishing, and specific coaching on their publications.
- Every other week meetings (usually alternating) for WUD Publications Associate Directors and Editors-in-Chief are primarily used for educational purposes for everything (budgeting, recruitment, marketing, publicity, advertising, managing people, training for Adobe, timelines, layout), best practices for digital platforms, discussing conferences and information gained, and much more).

Committee Leadership Selection
Associate Directors, coordinators and Editors-in-Chief are selected through an application and interviewing process by the current WUD Publications Director. Editors-in-Chief select staff for their publication.

New Interest Groups (both Trial Groups, Groups Supported By WUD Publications)
New **WUD Publications Trial Groups** and **Groups Supported by WUD Publications Committee** are required to complete and submit the New WUD Publications Committee Interest Group Applications. While “New **WUD Publications Trial Groups**” are embarking to officially become a part of WUD Publications Committee, “**Groups Supported by WUD Publications Committee**” are not affiliated with the Wisconsin Union Directorate; instead, these groups just receive educational support.

**Groups Supported by WUD Publications Committee** may not use the WUD Publications Committee logo but must place the wording “With educational support by WUD Publications” on all publicity (posters, press releases, online content). During the trial period of a publication, that entity is also considered a “**Group Supported by WUD Publications Committee**” until given official “WUD Publications” status.

New WUD Publications Committee Interest Group Application
New WUD Publications Committee Interest Groups complete this application: wudpublishings.submitable.com/submit/94549/new-wud-publications-committee-interest-group-application

General Expectations of “Official WUD Publications”
1. WUD Publications Committee Editors-in-Chief meet generally every two weeks during the academic year to discuss individual and group goals and current affairs. They are a support and educational system to each other and to the director per individual position descriptions.
2. All journal staffs, and all group members are also members of the WUD Publications staff and are expected to adhere to the same general committee expectations.
3. All official WUD Publications and WUD Publications Trial Groups are to follow all Wisconsin Union Directorate, University of Wisconsin- Madison and State policies.
4. These policies include that payments for expenses need to be preapproved, when paid by UW credit card, receipts are turned in and if paying by personal payment reimbursement takes approximately 6 weeks. State of Wisconsin does not allow printing to occur off campus and much more.
5. Logos of the WUD Publications Committee, the Wisconsin Union Directorate, and all co-sponsors
are to be placed on all marketing materials and in all print and online publications.

6. An official Editor-in-Chief online transition guide is required for all publications.

7. All WUD Publications money/budget is determined by the prior Union Council in April for the subsequent budget year starting July 1. Therefore, all new budget requests for magazines/journals (including those that are new) should be made by February 1.

8. All “Official WUD Publications” are encouraged to self-evaluate in April and to see how improvements can be made.

New WUD Publications Trial Groups Expectations and Process

Expectations

1. All official WUD Publications and Trial Groups must follow all University of Wisconsin-Madison and Wisconsin Union Directorate policies. In addition to this, Trial Groups must abide by the general expectations of “Official” WUD Publications with the exception of attending closed Publications Committee Meetings and using the WUD Publications Logo.

2. All publicity (posters, press releases, online content) is to include “With educational support by WUD Publications.”

Process

3. When the committee is approached by an internal or external request to expand the committee, the request must be presented through a formal procedure as follows:

4. The Editor-in-Chief (or representative) of the interested group must contact the WUD Publications Committee Director. The interested group must also complete and submit the New WUD Publications Committee Interest Group Application. The New WUD Publications Committee Interest Group Application must be discussed with the WUD Publications Committee Director.

5. The Editors-in-Chief Council make a decision on whether to accept as a New WUD Publications Trial Group.

6. If accepted, the interested group is put through a trial period of at least one semester. If the group is accepted after Nov. 1 or Mar. 1, the group will continue a trial period into the following semester.

7. At the end of the trial period, the group is evaluated by its own members, and the WUD Publications Administration team, and asked to stay, or stay upon conditions, or no longer be a WUD Publications Trial Group. Criteria. Evaluation criteria is primarily related to meeting the defined expectations.

8. If a Trial Group has been accepted, then a budget for that committee will be considered within the WUD Publications overall budget request for the subsequent fiscal year (which is approved by Union Council) in April.

9. All New WUD Publications Trial Groups must do a written evaluation of what went well and ways to improve by April 1.

Groups Educationally Supported by WUD Publications

For those publications seeking educational support and collaboration with the WUD Publications Committee (these are not Official WUD Publications), here are the expectations:

1. The supported group must be a Registered Student Organization and/or affiliated with a campus office/department. As such groups must adhere to university policies.

2. The group(s) must fill out the New WUD Publications Committee Interest Application.
3. The Editor-in-Chief(s) and/or group leader must meet and get oriented by the WUD Publications Director.
4. Editor-in-Chiefs and leaders are invited to attend Associate Director training, WUD Publications Committee Editor-In-Chiefs' Council Meetings (Unless closed to Official WUD Publications), and other additional educational sessions hosted by WUD Publications Committee.
5. All publicity (posters, press releases, online content) is to include “With educational support by WUD Publications.”
6. Groups supported by WUD Publications Committee must renew this status each year by filling out New WUD Publications Committee Interest Application.
7. There is no funding provided by WUD Publications. Processing of all finances will occur by the groups supported by WUD publications.

Support provided to WUD Publications include:

- Access to WUD Poster route,
- Access to WUD Publications’ educational trainings that are provided,
- Access to the skill and knowledge of many staff members who are part of the Official WUD Publications including but not limited to:
  - Advertising Revenue Help
  - Creative Layout and Design Advice
  - Leadership and Professional Development
  - Marketing Tips
  - Web Design Suggestions
- Allowed to help plan and collaborate on WUD Publications Committee Events

These groups can become “WUD Publications Trial Groups” if they so choose by following the procedure to do so. Groups supported by WUD Publications are not Official WUD Publications.

Exiting of a Magazine/Journal from WUD Publications

If the leadership team of an Official WUD Publication wants to leave WUD Publications Committee, the particular magazine or journal must adhere to the following procedure:

1. The issue is discussed with the WUD Publications Director and advisor, and WUD Publications Committee (if necessary)
2. A document outlining pros and cons for the group and its relationship should be created, along with a formal request asking to leave WUD Publications.
3. The WUD Publications Director reviews the document and discusses it with the concerned leader or member (and others who may have similar feelings). If deemed necessary, or if desired, negotiations may be tried until a resolution is reached. If departure is certain, the WUD Publications Committee Director must approve, with all records created kept on file with WUD Publications.

All efforts should be made to ensure departure is friendly and with a positive and mutual understanding.
Wisconsin Union Food and Space Reservation
Useful Info for WUD Committees

Important information related to reserving space and ordering food through Campus Event Services

http://go.wisc.edu/WUDReservations

Updated 9/22/17, Created by Whitney Swance, Danielle Poad, and Jim Rogers with revisions by Nancy Kujak Ford, Andrea Berns, Stephanie Webendorfer, Debra Anderson, Betsy Pierce.

The following is useful information for Wisconsin Union Directorate in making room reservations, including when there is food.

Planning Requirements for All Events

- When making reservations, your event planner will always need the following information:
  - Event name (will show on TITU in available space, 50 char limit)
  - Number of people expected (note: the more people you expect, the fewer spaces there are in the Union that can accommodate your group.)
  - Tables/chairs set-up required
  - Date
  - Event Times: start time to display on TITU, end time, time needed to set up and tear down. If additional time is required before your event planner will add notes to the reservation.
  - Equipment needed (A/V included, including credit card machine-related items)
  - Catering? Yes/No
  - Room preferences. Since specific rooms are not named until about 5 days before, most advertising will simply say something such as located at “Union South, Today In the Union”
  - The specific 8-digit committee account number to which any charges will be billed

If you are checking multiple dates it may be easiest to first call your Campus Event Services rep to check on the available dates. It is best to simply book all of the above requirements initially, with any food-related items within a week after you’ve confirmed with your committee leaders. (It is less desirable for all if deadlines are missed.)

Campus Event Services will copy the advisor on all confirmations and invoices. Student leaders are asked to also copy their advisor on Campus Event Services requests.

You can also request your meeting room by completing the on-line request at
http://union.ems.wisc.edu but you are requested to only submit your request by one method.

If you are requesting space in a designated Union food service location (The SETT, Rathskeller, etc.), then additional approvals are necessary with info at
https://union.wisc.edu/host-your-event/event-reservation-request/stage-event-request/

Additional Media Equipment

If you find that you need additional audio visual equipment that may not be provided (such as a wireless mic for a University classroom), additional sites to find equipment are at:
http://www.library.wisc.edu/college/services-at-college/equipment/reserve-equipment/equipment-else
Expected Response Times from Campus Event Services Staff
- (2) business days on correspondence (web/email/phone) with either with a complete response or when the customer will hear back an answer.
- (1) business week to fully respond correspondence or to inform customer when an expected final decision from other team members.
- Sending multiple emails (to events@union.wisc.edu or personal addresses), web requests, and phone calls on the same request slows down the process and response time.
- If an event planners sends a question to clarify a request, the customer is expected to respond (i.e.: many event planners ask questions and do not hear a response, then the student asks why they haven’t heard back).
- If you have not heard back within 48 hours (workday).

How far in advance can a WUD group make a reservation?
- One-time meeting: after May 1st for the following fall/academic year
- Series meeting requests prior to May 1st for the following fall/academic year (to have priority over other student orgs)
- Large annual events (Resale, Banquet, Commodore Cup): 3 years in advance
- Dances: 6 months out prior to the registered student organization lottery
- We have limited space in the Union, so please make your reservations as soon as possible.

When Will Rooms Show Up on the Wisconsin Union Today In the Union (TITU)
- To maximize the number of events that can fit into the various Wisconsin Union rooms, the actual room traditionally is NOT confirmed until about 7 work days before. For all publicity listing the building and TITU is recommended (such as “Memorial Union TITU”). Then double-check your room location when it becomes available on the Union TITU http://go.wisc.edu/UnionTITU

Cancellations and Changes
- Any changes to reservations (including set-up, equipment, cancellations, time changes, etc.) should be communicated to your event planner as soon as possible to make sure we can accommodate your request and, when canceling, to allow other groups to reserve the room. (Student leaders are reminded to also send cancellation notice to events@union.wisc.edu.)
- Changes in TITU listings and other minor changes need to be completed by 12 noon the day before the event so it shows up on materials for staff.

So you want to have food at your events.
- Make sure to look at the correct menu (full service catering, catering take-out, deli pick-up). See below.
- Make sure you are within the deadline (listed below)
- Let us know what you want and the quantities as soon as you know
- NO outside food in any Union meeting space under any circumstance other than the pizza exception for RSO closed meetings.
- Pizza Exception Guidelines: student orgs can have outside pizza, but the meeting must be closed to the organization’s members and under 50 people (ie. not a kickoff event or any program open to outside attendees). This is for pizza only, so no beverages or other food can be added to the order or brought in.
Pizza cannot be delivered to the room by the pizza place; someone from the group has to meet them outside and bring it into the room. Strada and Urban Slice make fantastic pizzas anyway and can be paid for by departmental requisitions.

- Same night pizza (or other food readily available in the Wisconsin Union restaurants) can be ordered through Urban Slice at Union South or Strada at Memorial Union, if you really forgot or couldn’t order it earlier simply by using a Departmental Requisition (check with your WUD Advisor).

Things to know about each type of food order

- **Full Service Catering** ([http://www.union.wisc.edu/catering/menu/index.html](http://www.union.wisc.edu/catering/menu/index.html))
  - Need to have menu in no later than 2 weeks in advance
  - Final quantities can be changed/given up until 5 business days prior to the event
  - Order needs to be made from full service catering menu
  - WUD gets a 10% discount on full service catering

- **Catering Take-out order** ([https://union.wisc.edu/dine/catering-pick-up/](https://union.wisc.edu/dine/catering-pick-up/))
  - Need to have in at least 5 business days in advance (but the earlier the better)
  - AT US, order needs to be picked up by you from the info desk on the 1st floor
  - All items are packaged “to go”, and you will have to setup/provide serviceware
  - You must clean up and remove all food, packaging materials, trash and service items from the meeting room with a catering takeout order--additional fees may be assessed for room clean up if you do not do so
  - Needs to be an item from the take-out menu
  - WUD gets a 20% discount

Food policies for the On Wisconsin room in the Red Gym

- Student orgs **CAN** have outside multicultural food catered in the On Wisconsin room, **BUT** the service must adhere to the following policies:
  - An “RSO Multicultural Request-Restaurant Service” form (available from CESO) is to be completed.
  - The restaurant MUST be a licensed vendor and approved by the University. You can find approved vendors here: [http://riskinfo.bussvc.wisc.edu/Certs/VendorName.aspx](http://riskinfo.bussvc.wisc.edu/Certs/VendorName.aspx)
  - If a restaurant is NOT on this list, you will have to contact Debbie Beich at Risk Management: (dbeich@bussvc.wisc.edu). She will tell you what insurance certifications the group must have on file with the University prior to the event.
  - The restaurant is required to deliver and set-up the food for the event. The delivery vehicle must be clean. Food must be packaged in covered, insulated containers that maintain temperatures—cold food at or below 41 degrees and hot food at or above 140 degrees. Food should be the only thing transported—garbage, chemicals, gasoline cans, oil cans are not permitted. Sanitarians from Environmental Health may spot check temperature upon arrival. Catering staff will be on site to check food temperatures and to assist with the event.
  - Union Catering can deliver the food (for a fee).
  - Catering can provide chafers, hot boxes, etc. for items. Ice service may be an additional charge.
  - You are responsible for letting your event planner know if you need serviceware (plates, napkins, silverware, etc.). It may be purchased through catering. You may also bring in your own.
Wisconsin Union Food and Space Reservation Useful info

- If planning on outside catering in the On WI room, let your event planner know

Wisconsin Union Room Arrangements

- You can request room arrangements to best meet your needs.

Union South Marquee Theater Reservations

- Cosponsoring with WUD Film
  - You can collaborate with the WUD Film Committee on a screening on nights the committee does not already have regular series programming. Get the ball rolling by checking out the collaborations page for guidelines and the proposal form at: https://union.wisc.edu/get-involved/wud/film/collaboration-request-form/

- Booking the Marquee Theater without a Film Co-Sponsorship
  - When booking the Union South Marquee Theater on nights that are left open by WUD Film for other groups to book (most Mondays, Tuesdays or during daytime on other days), book directly with your Campus Event Services Office representative to reserve the space.
  - Book as soon as you know your event is a go so advance planning can take place--space in this venue is limited and in high demand.
  - Specifically request any of the following that may be needed: Panel Discussion Start Time, Movie Start Time, if a panelist table and microphones are desired, if additional mic is needed for the audience, whether anyone will be Skyped in and when.
  - Know that the in-house system can support a maximum of two wireless microphones plus the hard-wired podium microphone. Additional microphones require a special setup at an additional cost that must be arranged in advance for proper staff scheduling.
  - The Marquee is designed primarily for film screenings and simple lectures/presentations. It is not equipped as a live performance space. The lighting is not theatrical style, so there is no adjusting lighting placements. There are a few light settings (basically on for seating, stylized dimming for announcements, off for screenings, and mostly off for film credits.)
  - You will need to bring your own computer if needed (such as for Skype), the person's Skype address, and the ability to test the Skype connection about 1 hour before the event's start.
  - All films, television shows and screenable intellectual property must be licensed for public performance. It is your responsibility to make those licensing arrangements and to furnish documentation of that licensing.
  - WUD committees/Hoofer clubs do not have to pay for the rental of the Marquee, but do have to pay for the cost of a projectionist, which runs $12/hour (minimum of three hours, calculated at 1 hour of setup, 1 hour of teardown plus the full run time of your event).
  - Request a copy of the reservation number and the reservation detail

B-4
Wisconsin Union Food and Space Reservation Useful Info

- It is recommended to review and confirm all information one week prior
- Further information is at: https://union.wisc.edu/assets/Uploads/UnionSouth/TheMarquee/marqueeuserguide2.pdf

Wisconsin Union Shannon Hall Theater & Fredric March Play Circle Requests

- Requests can be submitted at http://www.union.wisc.edu/theaterrequest

Campus Classroom Requests

- If Campus Event Services does not have space to accommodate your meeting, we may ask if you would like us to request a general assignment campus classroom for you.
- Campus Event Services does not reserve the campus classrooms. We submit the requests on your group’s behalf to the Curricular Services office who will then assigns you to a space.
- You are able to request a specific space, but we cannot guarantee you will get the space you request.
- Curricular Services can assign classroom space up until the day before an event.
- Instruct your group to check the TITU for room location the day of. Campus Event Services will email you a confirmation with a room location as soon as we hear back from Curricular Services.
- Requests for campus classrooms require the same information needed for reserving space in the Union.
- Campus Event Services does not provide an A/V support person for the campus classrooms.
- Food is not allowed in any campus classroom. If you wish to have food in the hallways or lobby areas, you must obtain the approval of the respective building manager and then forward that approval in writing to your Campus Event Services event planner.
- If you are approved to have food in the hallways/lobby areas, your group is not required to go through Union Catering or University Housing catering so long as the food is pre-packaged and ready to eat (i.e. pizza, boxed lunches, fruit platters, bagels, etc.)

Outdoor Space Requests

- When booking outdoor space on campus, such as Library Mall or a firepit at Picnic Point, reservations can be completed at http://union.ems.wisc.edu/ When you log in there will be an option at the top to select outdoor space request.

Confirmations and Invoices:

- When an event is created you will receive a confirmation email that details the rooms/venues booked and other information about your reservation, including equipment and catering needs. Make sure to read the confirmation carefully and contact CESO with any corrections or adjustments at least 48 hour is advance.
- After the event takes place you will receive an invoice. Read over the invoice to make sure that all charges are as expected and that they have been paid with the proper account number. Contact CESO if you have any questions.
- If your unit has any internal methods for tracking budget vs actual costs, make sure to make updates with the actual amounts or notify your advisor of actual amounts if significantly different than budget.
Your committee advisor will also receive a copy of all confirmations and invoices.

A note about EMS

- EMS (Event Management Software) is the software program that CESO and certain other Union staff members use to track all of the room reservations and requests for the Union. All of your room reservation information is recorded here and your invoice is generated from this. Remember, check your reservations details and quickly correct so it is what you need. You won’t be able to access this system but you may hear the term used.

Memorial Union Room Requests during Memorial Union Final Phase Construction (9/1/15—mid-semester fall 2017)—This Section will now be deleted (9/22/17)

- WUD and WU departments and Reservation requests should be redirected as necessary to come via web request or email, so we have it in writing and time stamped
- WUD weekly meeting requests are limited to one 1-hour space reservation per week, unless they are booking one week or less in advance of their reservation date. Each WUD publication committee may book one 1-hour space reservation per week.
- Revision from Nancy Kujak-Ford (9/4/16): There is an extreme lack of space. We have also lost space at Red Gym this fall. We spoke with Susan and Mark regarding the numerous space requests from all groups under WUD Publications. The email that Betsy sent early is the process this year. It speaks to more than (1) hour space a week (i.e., we are providing 2-hour blocks) for the group to decide how it will be used. There is space in Lakeview if a FT staff member is present. I think you also worked with Hoofer to gain space in the Mendota Lodge for additional meeting requests.
- Additional note from Betsy Pierce: From Betsy Pierce (8/30/16) … we can do unlimited reservations in classroom spaces or if you or one of your WUD Pub groups would like to call 1 week out for a room reservation then if we do have space open 1 week out we would be happy to schedule this (and the one week out can be longer than 1 hour as well).
- Proposed one-time events can be entered as space allows up to 18 months out. A few events (i.e., Hoofer Resale) is allowed 3 years in advance of event dates.

Memorial Union Nooks & Cannies Options When Actual Meeting Rooms Are Not Needed

- During the Memorial Union Final Phase construction the above special procedures will be in place.
- In addition, Program and Leadership Development/WUD has put together a list of creative spaces that WUD student leaders can access, and how to do so, for small group committee work and discussions.

http://go.wisc.edu/MUNooksAndCrannies

Other Locations on Campus

Although many spaces across campus can be reserved through Campus Event Services (designated including campus classrooms, Picnic Point fire pits, and more), some locations are booked directly through that Department. Here are some of those.

- Wisconsin School of Business: https://bus.ems.wisc.edu/
- Helen C White/College Library,
- Science Hall, Education, Pyle Center,
- Multicultural Student Center,
WUD Publications Position Descriptions

Applications are available at: http://go.wisc.edu/PubComApplication

WUD Publications Director

Official PD is online.
Time Commitment: 20-25 hours/week, more at times

1. Participate in weekly Directorate meetings, using officers and fellow directors and resources. Perform action items as required.
2. Serve on a Union Council committee.
3. Actively communicate with Union officers about needs and goals of committee.
4. Meet and communicate regularly with advisor.
5. Support an effective, professional, enjoyable relationships with Wisconsin Union Marketing and Graphics, UW Communications, and any other service provider.
6. Hold 10 office hours per week.
7. Work to build unity and effectiveness among diverse WUD Publications’ editors and leaders in learning well and creating outstanding publications.
8. Help to identify and encourage sharing of useful resources and learning for WUD Publications’ editors and leaders. Serve as a resource (via email, phone and in person meetings) to committee members for questions about projects, working with the Union, etc.
9. Plan and facilitate weekly PubCom Exec meetings and periodic full committee meetings.
10. Facilitate the creation of committee-wide goals for the year, and assist the executive board with creating and achieving goals. Assist in supporting various publication goals.
11. Encourage innovative ideas for programming and committee operations.
12. Work with executive board to determine effective distribution strategies.
13. Seek adequate funding for all publications and projects through the budget allocation process.
14. Do or delegate the following, providing support and guidance as necessary:
   • Maintain Little Free Library, ensuring it is properly displayed and stocked
   • Maintain a healthy online presence for PubCom and provide help as needed for the publications’ websites and social media.
   • With the advisor, plan and track financials, following the budget process developed by the Union officers.
   • Create a variety of events empowering upcoming committee members.
   • Provide extensive professional development opportunities for committee members, such as speakers at full committee meetings, workshops, networking events, benchmarking trips, etc.
• Research and apply for grants to supplement WUD funding.
• Manage the PubCom submissions form, which allows all students to contribute work to be published in the committee's various publications.


WUD Publications Administrative Team

1) WUD Publications Assistant Director

The WUD Publications Assistant Director will be the primary support for the director for communicating to the rest of WUD Publications Committee and some administrative duties.
Time Commitment: 5-10 hours/week, more at times

1. Participate in weekly Publications Committee Meetings, using officers and fellow directors and resources. Perform action items as required.
2. Meet and communicate regularly with WUD Publications Committee Director.
3. Hold 5-10 office hours per week.
4. Work to build unity and effectiveness among diverse WUD Publications' editors and leaders in learning well and creating outstanding publications.
5. Help to identify and encourage sharing of useful resources and learning for WUD Publications' editors and leaders. Serve as a resource (via email, phone and in person meetings) to committee members for questions about projects, working with the Union, etc.
6. Facilitate the creation of committee-wide goals for the year, and assist the executive board with creating and achieving goals. Assist in supporting various publication goals.
7. Encourage innovative ideas for programming and committee operations.
8. Work with executive board to determine effective distribution strategies.
9. Seek adequate funding for all publications and projects through the budget allocation process.
10. Draft weekly agendas for Editors-in-Chief Council Meetings and Publications Administrators Meetings
11. Organize all publications archives and WUD Publications Office materials
12. Reserve rooms for all WUD Publications Committee meetings
13. Redistribute publications from previous semesters
14. Attend other magazine/journal meetings if available

2) Finance and Development Associate Director
Wisconsin Union Directorate (WUD) Associate Director
WUD Publications Committee Administrative Team Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The Financial and Administrative Coordinator will be the primary support for the director for budgeting and some administrative duties.

Specific Duties:
• Working with Program Advisor, record all Publications area expenses
• Assist the Director in budget decisions

C-2
• Report on the budget and expenses at Publications Execs’ meetings, periodically between meetings, and be a resource for Exec members when they have budget questions
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings (1 hour/week)
• Assist with WUD Publications events throughout the year as needed
• Research and write grant proposals
• Brainstorm and help implement ways to streamline Publications financial processes

3) Advertising and Revenue Associate Director
Wisconsin Union Directorate (WUD) Associate Director
WUD Publications Committee Administrative Team Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The Advertising and Revenue Associate Director will be the primary support for the director for selling advertising space in publications and pursuing endowments.

Specific Duties
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings
• Support advertising sales representatives at each publication
• Research and write grant proposals, endowments, and other funding sources
• Pursue other forms of investments from potential donors, businesses, and organizations
• Report on the revenue and income at Publications Execs’ meetings, on budget spreadsheet and be a resource for Exec members when they have advertising or revenue questions

4) Creative Associate Director
Wisconsin Union Directorate (WUD) Associate Director
WUD Publications Committee Administrative Team Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The Creative Associate Director will be the primary support for the director for ensuring the strong design of all the committee’s publications.

Specific Duties:
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings
• Attend periodic full Publications Committee meetings
• Assist with WUD Publications events throughout the year as needed
• Be available for staff meetings for 1-2 hours per week
• Brainstorm and help implement ways to streamline Publications processes
• Offer design training/workshops upon request/as needed
• Maintain communication between all layout editors across publications
• Foster a community between publication designers for education and satisfaction
• Create/assist for development of instructional design documents
• Troubleshoot/Assist in creating desired graphics with staff members
• Act as primary resource across publications to ensure strong design and creative mission

C-3
• Oversee creative consultations with individual publications to assure appropriate creative strategies, adequacy/accuracy, schedules, and production support
• Train and supervise assigned staff of writers, artists, production personnel; oversees their execution of all creative efforts to ensure they are on strategy, and on schedule.
• Maintain external professional relationships to assure the ongoing availability of specialized expertise, gifted freelancers and reputable studios/productions when their services are required.

Prerequisite knowledge preferred: Illustrator, InDesign, Photoshop

5) Marketing Associate Director
Wisconsin Union Directorate (WUD) Associate Director
WUD Publications Committee Administrative Team Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The WUD Publications Marketing Associate Director is dedicated to promoting the identity of Publications Committee and the opportunities it holds for the campus at large. Ideally the Marketing Associate Director would be trained in the Adobe Creative Suite.

Specific Duties:
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings
• Attend periodic full Publications Committee meetings
• Assist with WUD Publications events throughout the year as needed
• Actively build relationships among WUD Publications magazines
• Work with Union Marketing to develop press kits and branding guides for WUD Publications Committee
• Serve as a resource for marketing staff within magazines, in the use of print, and social media outlets
• Be available for staff meetings for 1-2 hours per week
• Continuously update Publications Facebook and Twitter with events and other publication materials
• Coordinate marketing plan and outreach for major events
• Work closely with Union Marketing and Graphics Departments to ensure adequate promotion for all events
• Search for other innovative options for promotion and increasing awareness of WUD Publications, such as using emails, flyers, sidewalk chalk, etc.

6) Digital Associate Director
Wisconsin Union Directorate (WUD) Associate Director
WUD Publications Committee Administrative Team Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The WUD Publications Digital Associate Director is dedicated to promoting the identity of Publications Committee and the opportunities it holds for the campus at large. Ideally the Digital Associate Director would be trained in Wordpres.

Specific Duties:
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings

C-4
• Attend periodic full Publications Committee meetings
• Assist with WUD Publications events throughout the year as needed
• Actively build relationships among WUD Publications magazines
• Work with Editors-in-Chief, Finance and Development Associate Director and Program Adviser to renew website domain registration and mapping
• Serve as a resource for digital and web staff within magazines working on online platforms
• Be available for staff meetings for 1-2 hours per week
• Continuously update Publications website with events and other publication materials
• Renew domain registration and mapping for all publications websites

7) Special Events Associate Director
Wisconsin Union Directorate (WUD) Associate Director
WUD Publications Committee Executive Board Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The Special Events Coordinator's main job is to be the main point person for special Publications Committee events, such as Lit Fest and the Yule Ball.

Specific Duties:
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings
• Attend periodic full Publications Committee meetings
• Assist with WUD Publications events throughout the year as needed
• Work closely with the Publications Director to brainstorm ideas throughout the year about events
• Create a production schedule for the year's larger events
• Develop a subcommittee for each event to help plan and implement all aspects of the program, including: contacting co-sponsors, researching and applying for grants, organizing marketing strategy, working with Campus Event Services, filling out required forms, finding volunteers, etc.
• Be available for staff meetings for 1-2 hours per week
• Work with other committees and student organizations to develop co-sponsored events
• Contact possible guest speakers and keep frequent, professional correspondence with them and agents (if applicable), especially for Lit Fest
• Attend all major events
• Provide insight and assistance with subcommittee event planning as needed

8) Professional Development Associate Director
WUD Publications Committee Executive Board Member
Reports to: WUD Publications Committee Director
Time Commitment: 5-10 hours/week, more at times

The Professional Development Associate Director is a position devoted to creating opportunities for growth in professional skills, networking abilities, and personal development of WUD Publications Committee.

Specific Duties:
• Actively maintain communication with the WUD Publications Director and Program Advisor
• Attend weekly Publications Committee Executive Board meetings
• Attend periodic full Publications Committee meetings
• Seek out information regarding committee members' desires and needs for professional development, implementing as many as reasonably possible
• Work with Publications Director to coordinate professional development opportunities for weekly full committee meetings (workshops, professional speakers/writers in the publishing field, etc).
• Be available for staff meetings for 1-2 hours per week
• Assist with WUD Publications events throughout the year as needed.

9) Copy Editor (2 Positions)
WUD Publications Committee Executive Board Member
Reports to: WUD Publications Committee Director
Time Commitment: 3-5 Hours in November and in April, more at times (periodic meetings)

Copy Editors will be the primary support for the director for ensuring the strong content and grammar of all the committee's publications.

Specific Duties:
• Actively maintain communication with the WUD Publications Director and Creative Associate Director
• Attend Publications Committee meetings periodically
• Brainstorm and help implement ways to streamline Publications processes
• Maintain communication between all content editors across publications
• Review all content before it goes to print for spelling and/or grammatical errors during the last week/weekend of production in November and in April
• Edit all final proofs for all magazines, and mark them up so layout editors and editors in chief can make small corrections

10) Lit Fest Coordinator
• Sets-up and oversees all aspects of the WUD Publications Lit Fest
• Work with and updating key individuals (WUD Publications Director, Advisor, Campus Event Services Office, Lit Fest assistant and volunteers).
• Keep everyone updated of key details from Lit Fest meetings and event logistics
• Confirm reservations with CESO; finalize catering order & room set-up (set-up meeting with CESO rep, WUD Publications Advisor, WUD Director to go through 6 weeks prior)
• Confirm & finalize co-sponsorships of Lit Fest events
• Determine the charity aspect of the event and related details
• Contact student orgs for performances
• Coordinate volunteer committee and volunteers
• Create day-of-event schedule
• Work with Marketing AD to promote the event- Facebook & Union website

Lit Fest
The Wisconsin Union Directcrate Publications Committee also host an annual weeklong celebration of how storytelling is used to push boundaries in mid-April. Last year, the week began with a talk by acclaimed author and cultural critic, Roxane Gay. Most known for her collection of essays, Bad Feminist, Roxane read and promoted her latest works, Difficult Women, and her highly anticipated memoir, Hunger: A Memoir of (My) Body. Publications Committee also hosted a Spoken Word Open Mic at Der Rathskeller and Zine and Button Making with Wheelhouse Studios right in Memorial Union.
11) Editor in Chief (of each Publication)
WUD Publications Committee Editors-in-Chief Council Member
Reports to: WUD Publications Committee Director
Time Commitment: 10-15 hours/week, going to 15-20 near publication deadlines

Management:
- Build a leadership staff for business, marketing, layout, editorial, and online aspects, working with WUD Publications Committee director to facilitate staff selection process
- Chair staff meetings
- Work closely with the Special Events Coordinator to plan effective and well attended functions
- Connect campus arts and humanities leaders to maintain a relationship and attempt to co-sponsor events outside of the University
- Promote publication to different campus groups and private groups to try to gain new resources and expand what the publication has to offer, seeking co-sponsorships
- Ensure that all staff members are executing their tasks effectively
- Create a social media strategy and calendar for successful marketing alongside the Social Media Manager
- Provide training for staff members as needed
- Actively maintain communication with the WUD Publications Committee Director and Program Advisor

Print Production:
- Oversee the production of publication each semester
- Maintain a positive relationship with University Marketing and the Wisconsin Union's Marketing and Graphics Departments
- Negotiate a final agreement on the content of the journal with staff

WUD Publications Committee Leadership Team:
- Attend weekly Publications Committee Editors-in-Chief Council Meetings
- Assist with WUD Publications Committee events throughout the year
- Actively promote WUD Publications and full committee programming

Emmie
Emmie is UW-Madison's student-produced music magazine, covering local shows and artists, album releases and features, including opinion pieces, coverage of venues, record stores and music labels, artist interviews and more. Emmie covers all genres of music, from Solange to One Direction, Kendrick Lamar to Slayer, Kacey Musgraves to even opera (!) and everything in between. The only requirement is that you love music.

Illumination:
Established in 2004 by Adam Blackbourn, Illumination was created for the purpose of providing a beautiful space for undergraduate students of the University of Wisconsin-Madison to share their creative work. Illumination publishes a print journal once a semester, showcasing fiction, poetry, essays, artwork, and in-depth exploration pieces on the Wisconsin Idea.

JUST:
The Journal of Undergraduate Science and Technology (JUST) is an interdisciplinary journal for the publication and dissemination of undergraduate research conducted at the University of Wisconsin-Madison. Encompassing all areas of research in science and technology, JUST aims to provide an open-access platform
for undergraduates to share their research with the university and the Madison community at large.

Moda:
Moda Magazine is the University of Wisconsin-Madison’s first and only life and style publication. Our aim is to bring fashion to the forefront of our campus in a unique and fresh way with both online (at modamadison.com) and print content. Our sections are Fashion, Lifestyle, Culture, Men’s and the Arts—encompassing trend reporting, the fashion industry, street style, DIY, relationships, décor, and events around town. We also coordinate UW Fashion Week every spring, culminating in a finale Fashion Show.

Sifting and Winnowing:
Going into its third year in existence at UW-Madison, Sifting and Winnowing is the university’s first undergraduate journal for political science, public policy and law. Sifting and Winnowing is led by a team of ten to fifteen undergraduate editors who oversees the submission, editing and publication of undergraduate research. In addition, the organization is supported by a Board of Directors led by S&W alumni to assist with fundraising, event planning and maintaining a strong alumni network.

Souvenirs
Souvenirs is a travel magazine that features students’ adventures while abroad or traveling in the U.S., aspects of other cultures and travel/study abroad resources. Each semester, a team of students who are studying abroad blog for Souvenirs, and we publish a print issue each semester. We hope to improve cultural competency and spark wanderlust among readers. All you need is a sense of adventure!

The Dish
The Dish is a food publication that includes restaurant reviews, food feature writing, and recipes in our print issue and our website. We typically have one round of stories for our print issue and two rounds of stories online, which are accompanied by high-quality photos. Our goal is to cover new restaurants and food trends in Madison, and each issue is themed. Past themes have been Old & New, Southern Comfort, and Locally Produced.
WUD Publications Committee (PubCom) celebrates and promotes literacy in several ways. PubCom produce six publications: The Dish, Emmie, Illumination, Moda, Souvenirs, and UW Flash Fiction, which publish both online and in print. PubCom additionally sponsors the writers’ group Fade In. The committee hosts a wide variety of engaging events each year, with the ultimate goal of enhancing students’ and other community members’ experience on campus. Each year’s calendar is based on the desires of committee members and can include poetry and book readings, art exhibits, workshops, speakers, themed balls, and similar events. Traditional programs include the Yule Ball (from the Harry Potter series) in December and Lit Fest (a week long literary festival) in the spring. Ultimately, PubCom aims for its publications and events to provide the UW-Madison community with an opportunity to learn, whether it is about the many facets of publishing (writing, editing, managing, critiquing, layout, marketing, finances), new ideas or the cultural intricacies of the fine arts, humanities, music, culinary arts, and lifestyle.

Descriptions of the Subcommittees:
The Dish: UW-Madison’s Food and Dining Culture Magazine that strives to produce in-depth and knowledgeable content inspired by our city’s incredible food culture.

Emmie: UW-Madison’s Music Magazine. Emmie publishes print publications in the fall and spring, and publishes content online continuously. Emmie reviews new albums and shows, as well as interviews talented artists.

Fade In: A screenwriting writers’ group that gathers weekly to learn all we can about the screenwriting industry.

Illumination: UW-Madison’s Undergraduate Journal of the Humanities that prints issues in the fall and spring, featuring the best undergraduate poetry, stories, essays, and art pieces. The staff reviews and copy-edits submissions from across campus and put it together in a print journal twice a year, showcasing UW-Madison’s finest Humanities talent.

Moda: UW-Madison’s Fashion and Lifestyle Magazine that publishes new content to our online magazine daily and strive to produce spring and fall print issues, and additionally publishes monthly online issues. Moda covers fashion and lifestyle locally, nationally, and internationally. Moda also coordinates UW Fashion Week every spring, which culminates in a finale Fashion Show.

Souvenirs: A Collection of International Experiences. Souvenirs accepts submissions of prose, poetry, and photography from people who have lived or visited abroad. The staff reviews and publishes the collection in two issues per year.

UW Flash Fiction: Poetry and Prose in Under 1,000 Words. Flash Fiction is one of the rising trends in the literary world, and the staff reviews submissions and showcase them in its online publication.
Director Duties:

- Head the selection process of editor-in-chiefs for each publication and any additional Associate Director positions (constituting the PubCom executive board).
- Plan and facilitate weekly PubCom Exec meetings and periodic full committee meetings.
- Work to build unity and effectiveness among diverse WUD Publications' editors and leaders in learning well and creating outstanding publications.
- Attend weekly meetings with Publications advisor
- Have general office hours to make yourself available as a resource to committee members.
- Facilitate the creation of committee-wide goals for the year. Assist the executive board with creating and achieving goals and assist in supporting various publication goals.
- Encourage innovative ideas for programming and committee operations.
- Work with executive board to determine effective distribution strategies.
- Support an effective, professional, enjoyable relationships with Wisconsin Union Marketing and Graphics, UW Communications, and any other service provider.
- Seek adequate funding for all publications and projects through the budget allocation process.
- Do or delegate the following, providing support and guidance as necessary:
  1. Maintain Little Free Library, ensuring it is properly displayed and stocked
  2. Maintain a healthy online presence for PubCom and provide help as needed for the publications' websites and social media.
  3. With the advisor, plan and track financials, following the budget process developed by the Union officers.
  4. Create a variety of events to empower upcoming committee members.
  5. Provide extensive professional development opportunities for committee members, such as speakers at: full committee meetings, workshops, networking events, benchmarking trips, etc.
  6. Research and apply for grants to supplement WUD funding.
  7. Manage the PubCom submissions form, which allows all students to contribute work to be published in the committee's various publications.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council subcommittee.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of the PubCom Director Transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's share drive.

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Additional Relationships Fostered:

- The Wisconsin Center for Humanities
- Local Businesses
- L&S Deans and Chairs
- The Provost's Office
- The Chancellor's Office
- The University of Wisconsin Foundation
- UW Press
- The University Club
- Madison Writers' Studio

Term of Office
May—May, with active participation in trainings before term begins
Academic Year: 20-25 hours per week

Remuneration
- Academic Stipend - 60% of yearly tuition based on previous year, less withholding tax, distributed monthly (Benefits Policy PL3-14)
- $50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/30/16
Tuesday, March 12, 13  UW Fashion Week: Fashion Fair  90
Wednesday, March 13, 13  UW Fashion Week: Audrey Hepburn  75
Thursday, March 14, 13  UW Fashion Week: Journalism of Celeb  50
Friday, March 15, 13  UW Fashion Week: The Fashion Show  500
Monday, April 22, 13  Lit Fest Music Writing Brown Bag  5
Monday, April 22, 13  Lit Fest Illumination's Open Mic Night  30
Tuesday, April 23, 13  Lit Fest Political Writing-Jason Stein & Patrick Marley  30
Wednesday, April 24, 13  Lit Fest Screenwriting Brown Bag-Jack Amiel  15
Wednesday, April 24, 13  Lit Fest Student Writer Awards Ceremony  25
Wednesday, April 24, 13  Lit Fest Harry Potter Marathon Book Reading  10
Friday, April 26, 13  Lit Fest Sports Writing Drown Bag- Matt Lopay & Tom Mulhern  7
Friday, April 26, 13  Lit Fest UW Flash Fiction Slam Poetry & Art Night  30
Saturday, April 27, 13  Lit Fest Carnival  200

Publications Created
Spring 2013  Emmie (2,000 printed)
Spring 2013  Illumination (1,000 printed)
Spring 2013  Moda Magazine (online, weekly updated stories)
Spring 2013  The Dish (online, updated monthly issues)
Spring 2013  Flash Fiction (online, some updates)

COMMITTEE/AREA: PUBLICATIONS
Heather Heggelmeir, Director

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S-2
WUD Publications Committee Summary 2012-2013

8/1/13

The WUD Publications Committee 2012-2013 was chaired by Director Heather Heggemeier. Committee meetings were held monthly on Wednesday evenings with an attendance of 15-30 committee members. The Publications Committee (PubCom) planned a variety of events and produced numerous publications throughout the 2012-2013 term. Being composed of seven subcommittees that represented the various publications/writers’ groups-- Emmie, Illumination, MODA, The Dish, UW Flash Fiction, Souvenirs, and Fade In--PubCom incorporated a diverse range of interests and students and, thereby, aimed to create a cohesive community amongst the different subcommittees.

PubCom produced eight issues of magazines/journals throughout the year, totaling over 8,000 copies that were printed and distributed. Emmie, Illumination, and MODA printed two editions of their respective publications while The Dish and Souvenirs printed one issue each. Being free to the public, printed issues were distributed to locations both on and off campus. Every publication additionally published online material to their individual websites on a regular basis. Online viewership gradually increased over the term.

In addition to producing all stages of the individual publications, PubCom held multiple events throughout the year. The fall semester included a Read Out that incorporated the involvement and marketing of each magazine/journal. Additionally, the committee hosted a book reading with Michael Lowenthal and ended the season with the Yule Ball, a Harry Potter themed event. The spring semester saw two week-long events: UW Fashion Week and Lit Fest. While UW Fashion Week was primarily planned by the subcommittee MODA, Lit Fest involved planning from committee members of each subcommittee. The total audience/attendance of programming events throughout the term was over 1,500 people.

Successes: Continued growth and strength of the committee of established and newer publications. Detailed organization and structure management.

Challenges: The committee’s director, Heather, was an extremely busy person with many Union and campus commitments, often getting limited sleep and stretched thin.

Overall, it was a very active set of WUD Publications committees producing incredible works.

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<td>Friday, November 9, 12</td>
<td>Book Reading with Michael Lowenthal</td>
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<td>Friday, December 7, 12</td>
<td>Yule Ball</td>
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Publications Created

- Fall 2012: Emmie (2,000 printed)
- Fall 2012: Illumination (1,000 printed)
- Fall 2012: Moda Magazine (online, weekly updated stories)
- Fall 2012: The Dish (online, updated monthly issues)
- Fall 2012: Flash Fiction (online, some updates)

Wednesday, February 6, 13: Publications committee Spring Kickoff 30
WUD Publications Summary 2013-2014

5/14/14 Ally Jagodzinski

The WUD Publications Committee 2013-2014 was chaired by Director Ally Jagodzinski. The PubCom Execs meetings were held weekly with full committee "meetings" often used as professional development sessions. The Publications Committee (PubCom) planned a variety of events and produced numerous publications throughout the 2013-2014 academic year. Being composed of seven subcommittees that represented the various publications/writers' groups-- Emmie, Illumination, MODA, The Dish, UW Flash Fiction, Souvenirs, and Fade in--PubCom incorporated a diverse range of interests and students and aimed to create a cohesive community amongst the different subcommittees.

PubCom produced eight issues of magazines/journals throughout the year, totaling over 6,000 copies of various publications that were printed, allowing for learning for both creating on-line content and going through the full publication and distribution process. Emmie, Illumination, and MODA printed two editions of their respective publications while The Dish and Souvenirs printed one issue each. Being free to the public, printed issues were distributed to locations both on and off campus. Every publication additionally published online material to their individual websites on a regular basis.

In addition to producing all stages of the individual publications, PubCom held multiple events throughout the year. The fall semester included a lecture from writer Isabel Suppé, a series of events from author Dorothy Allison, and a memoir seminar with UW-Press. PubCom hosted the annual Yule Ball in November as well. The committee created the Badger Book Club, which met biweekly with students from Wright Middle School. The spring semester saw two week-long events (this year occurring during the same week): UW Fashion Week and Lit Fest. While UW Fashion Week was primarily planned by the subcommittee MODA, Lit Fest involved planning from committee members of each subcommittee. The total audience/attendance of programming events throughout the term was over 1,800 people. The committee also installed a Little Free Library in Union South and cosponsored with Little Free Library, a building day of the libraries to be donated to the community.

Successes: A wonderfully positive team of Editors and staff who worked with their teams in putting together outstanding publications, while learning extensively. Lit Fest week was planned well in advance allowing for a diverse group of speakers. It was such a delight to work with this great group of student leaders.

Challenges: The Moda Fashion Week and Lit Fest occurred during the same week, in addition to a DLS writer booked the same week (and no cosponsored between the groups). A Moda Fashion Coordinator was released late in the year due to challenges from multiple people working with her. There was limited money available to produce some of the outstanding magazines—increased ad revenue (including from the Wisconsin Union Dining Facilities and Hotel) is encouraged.

Overall, it was a very active year of WUD Publications committees producing incredible works.

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<td>Wednesday, Sept 25, 13</td>
<td>UW Flash Fiction Open Mic</td>
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<td>Monday, Oct 7, 13</td>
<td>Badger Book Club</td>
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<td>Illumination (1,000 printed)</td>
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<td>Fall 2013</td>
<td>Moda Magazine (1,000 online, weekly updated stories)</td>
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<td>Fall 2013</td>
<td>The Dish (700, online, updated monthly issues)</td>
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D - 3
Wednesday, February 26, 14  UW Flash Fiction Open Mic  60
Monday, March 3, 14  Badger book club  30
Monday, March 3, 14  Lit Fest Elizabeth Eulberg Lecture  14
Monday, March 3, 14  UW Fashion Week Kickoff, Madison Museum of Contemporary Art  50
Tuesday, March 4, 14  Lit Fest Publications Expo  50
Wednesday, March 5, 14  Lit Fest Blogger Panel  51
Wednesday, March 5, 14  Lit Fest Madison Writers' Studio Workshop  14
Thursday, March 6, 14  Lit Fest Using Social Media to Make the World a Better Place  14
Thursday, March 6, 14  Moda: An Evening with Danielle Robay  36
Thursday, March 6, 14  Lit Fest Variations on Spoken Word: a SLAM POETRY CONTEST, poet STEVE ROGGENBUCK, and alt-hip-hop ASTRONAUTALIS  350
Thursday, March 6, 14  Lit Fest WUD Film Presents: Much Ado About Nothing  56
Friday, March 7, 14  Lit Fest the Lizzie Bennet Diaries  22
Friday, March 7, 14  Lit Fest WUD Film Presents: Much Ado About Nothing  86
Friday, March 7, 14  UW Fashion Week Finale Show  350
Saturday, March 8, 14  Lit Fest WUD Film Presents: Much Ado About Nothing  98
Saturday, March 8, 14  Lit Fest Peter Kline  20
Monday, March 24, 14  Badger book club  30
Tuesday, March 25, 14  Photoshop Workshop  5
Wednesday, March 26, 14  UW Flash Fiction Open Mic  20
Monday, April 7, 14  Badger book club  30
Saturday, April 12, 14  InDesign Workshop  20
Tuesday, April 15, 14  Little Free Library Installation at Union South  5
Tuesday, April 15, 14  PubCom Little Free Library Installation  5
Friday, April 25, 14  Little Free Library Building Day with Student Orgs  50
Friday, April 25, 14  The Dish Release Party  100
Monday, April 28, 14  UW Flash Fiction "A Literary Enthusiast's Social" Open Mic  65
Tuesday/Wed, April 29-30, 14  Spring Publications Distribution Event  30
Thursday, May 8, 14  Illumination Release Spring Party  50

**Publications Created**

- Spring 2014 Emmie (1,000 printed)
- Spring 2014 Illumination (1,000 printed)
- Spring 2014 Moda Magazine (288, online, weekly updated stories)
- Spring 2014 The Dish (98 updated monthly issues)
- Spring 2014 Souvenirs (online, some updates)
- Spring 2014 Flash Fiction (online, some updates)

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**COMMITTEE/AREA: PUBLICATIONS**

**Ally Jagodzinski, Director**

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**D-H**

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**5/7/14 Jim Rogers**
2015-2016 END OF YEAR REPORT

2015-2016 EXECUTIVE BOARD:

Katie Van Dam - Publications Committee Director, Elise Otten
Special Events Associate Director, Julia Roland - Marketing Associate Director, Allison Moran - Professional Development Coordinator, Ali Zimmerman - Finance Associate Director, Jane Roberts - The Dish Editor-in-Chief, Megan Opperman - Emme Editor-in-Chief, Alice Walker-Lampani - Illumination Editor-in-Chief, Chloe Karaskiewicz - Moda Editor-in-Chief, Haley Henschel - Souvenirs Editor-in-Chief, Cole Meyer - Flash Fiction Editor-in-Chief, Emma Wathen - Fade In Manager
The WUD Publications Committee 2014-2015 was chaired by Director Katie Van Dam. Being composed of seven subcommittees that represented the various publications/writers' groups -- Emmie, Illumination, MODA, The Dish, UW Flash Fiction, Souvenirs, and Fade In -- PubCom incorporated a diverse range of interests and students and aimed to create a cohesive community amongst the different subcommittees.

The PubCom Executive and Full Committee meetings were held every week. The Executive Board meetings were used to discuss big picture PubCom projects that would benefit the committee as a whole. These projects include but are not limited to: the launch of a google form that gave all UW students the opportunity to submit freelance work to any of PubCom's publications, a social media campaign titled #MyPubCom that strove to boost awareness of PubCom's committee members and the work that they do, various distribution strategies and the launch of Trello and other technologies to streamline the committee's editorial processes. Executive Board meetings were also largely used for editors and associate directors to bounce ideas off of each other and talk about any questions/concerns they may have regarding their specific subcommittees.

First semester, the full committee meetings were used for Lit Fest brainstorming. Second semester, PubCom transitioned into planning professional development workshops geared at different members of Publications Committee. These meetings were not mandatory, but members were strongly encouraged to attend the meetings that pertained to their position in the committee.

Topics included: social media workshop facilitated by Stephanie Webendorfer and Betsy Osterberger, photography workshop facilitated by Austin Joffries and Leo Roth and web portfolios and websites 101 facilitated by Dolt. We also had a meeting for section editors where they engaged in a leadership activity.

PubCom produced nine issues of magazines/journals throughout the year, totaling over 6,000 copies of various publications that were printed, allowing for learning for both creating online content and going through the full publication and distribution process. Emmie, Illumination, Moda and The Dish printed two editions of their respective publications while Souvenirs printed one issue each. Being free to the public, printed issues were distributed to locations both on and off campus.

Every publication additionally published online material to their individual websites on a regular basis and had a healthy social media presence on a variety of platforms (Twitter, Facebook and Instagram).

Publications Committee also planned a variety of events throughout the 2014-2015 academic year. PubCom helped cosponsor/market a Jones Leadership lecture from Kevin Coval in the fall. The Yule Ball was also held in the fall semester on November 21st, 2014 in the Great Hall of Memorial Union. This year's Yule Ball had a carnival theme that allowed students to engage in a variety of interactive activities, such as face paint and fortune telling. Overall the event was a huge success and several items were collected to benefit the Dane Country Humane Society.

The spring semester saw two week-long events: JW Fashion Week and Lit Fest. UW Fashion Week had a total of three events throughout the week: a kick-off event at the Madison Museum of Contemporary Art where students had the chance to meet fashion industry professionals, a swap and shop event, and the UW Fashion Show featuring the designs of several talented students and local designers.

Lit Fest took place the last week in April and featured a variety of talented UW alumni and local writers. Events included a lecture from Kathy Brozyna, a food writer for Madison Magazine, Jon Kjørgaard, the music/entertainment editor for the Isthmus and creator of Jonk Music Blog, Lisa Harris, creator of Fashion Meets Poetry, and Nicholas Butler, author of bestselling novel Shotgun Lovesongs. PubCom also hosted a literary improv performance from the Titanic Players and held a spring launch party at Brocoach Irish Pub to celebrate the release of our spring print issues. The total audience attendance of programming events throughout the term was over 800 people.

Overall, it was a very active year of WUD Publications committees producing incredible works. The Executive Board were incredibly positive and worked well with the team. This year Publications Committee made great strides in coming together as a cohesive organization.
FALL 2014
Emmie - 1000 issues printed
Illumination - 1000 issues printed
Moda - 800 issues printed
The Dish - 500 issues printed
Souvenirs - new website launched
UW Flash Fiction - online updates

Wednesday, Nov 12
UWFF Lit After Hours: A Literary Social and Open Mic - 60 people

Friday, Nov 21
Yule Ball - 450 people

Wednesday, Dec 3
Resume Building with Pam Garcia Rivera - 5 people

Friday, February 13
Open Mic & Writing Workshop at the Frederic
March Play Circle - 77

Wednesday, February 25
Social Media Workshop - 12

Monday, March 9
UW Fashion Week Kickoff - 150

Wednesday, March 11
UW Fashion Week Clothing Swap and Shop - 165

Thursday, March 12
UW Fashion Show - 300

SPRING 2015
Emmie - 750 issues printed
Illumination - 1000 issues printed
Moda - 500 issues printed
The Dish - 750 issues printed
Souvenirs - 750 issues printed
UW Flash Fiction - online updates

Wednesday, March 18
Photography Workshop - 8

Monday, April 27
Lit Fest: Kathy Brozyna, food writer for Madison Magazine - 11

Monday, April 27
Lit Fest: Jon Kjar Sagaard, creator of Jonk Music Blog - 18

Tuesday, April 28
Lisa Harris, poet behind Fashion Meets Poetry - 20

Wednesday, April 29
Lit Fest: Nickolas Butler, author of Shotgun Lovesongs - 60

Thursday, April 30
Lit Fest: Drop Everything and Read, featuring a literary improv performance - 10

Friday, May 1:
Publications Spring Release Party at Brocach - 35

Tuesday, May 5:
WUD Art Gala - 30
The WUD Publications Committee 2015-2016 was chaired by Director Rachel Wanat. The Publications Execs held meetings weekly. The Publications Committee planned a variety of events and produced numerous publications throughout the 2015-2016 academic year. Being composed of eight subcommittees that represented the various publications/writers' groups--Emmie, Illumination, MODA, The Dish, UW Flash Fiction, Souvenirs, Fade in, JUST--Publications incorporated a diverse range of interests and students and aimed to create a cohesive community amongst the different subcommittees. During this year two additional publications were added: Sifting and Winnowing (UW-Madison’s undergraduate journal of political science, public policy and law), and JUST (UW-Madison Journal of Undergraduate Science and Technology showcasing undergraduate excellence in science and technology research). Sifting and Winnowing came with their own budget of $5,000 from the Political Science Department.

Publications produced 6 hard copy journals throughout the year, totaling over 7,000 copies of various publications, allowing for learning for both creating on-line content and going through the full publication and distribution process. Free to the public, printed issues were distributed to locations both on and off campus. Each publication also published online material to their individual websites on a regular basis.

In addition to producing all stages of the individual publications, Publications held multiple events throughout the year. The spring semester included a lecture from writer Jennifer Morales. Publications hosted the annual Yule Ball in November with the largest turnout and most extensive set of activities to date (wand making by Wheelhouse Studios, sorting hat, photo booth, Quidich tournament, and DJ). The Moda Fashion Show was very popular. Lit Fest involved six events throughout that day. The total audience/attendance of programming events throughout the term was over 2,900 people. The committee also installed a large wall display of the publications in the first floor of Union South, and began populating books in the Hamel Browsing Library in the Memorial Union.

Successes: A wonderfully positive team of Editors and staff who worked with their teams in putting together outstanding publications, while learning extensively. Lit Fest was planned well in advance allowing for a diverse group of speakers. It was such a delight to work with this great group of student leaders. Publications’ leaders further developed skills in the component publication advertising bringing in just over $5,000 in ad revenue (from the WUD Music Committee, Wisconsin Union Dining facilities, local shops) supporting printing of publications and learning by student leaders of how the advertising business works. Online publication content was very good and updated frequently. There were an estimated 90 titled leadership positions in the various WUD Publications areas allowing for significant skill development.

Challenges: There is limited money available to produce the quantities desired for some of the outstanding magazines. The Union South 1st floor large display space took several months longer than anticipated to be put up (by February of the year). Surprising due to the well-coordinated production of publications and expansion, there were some Union staff who did not want to see further expansion of publications that students had noted an interest in, and supported evaluating whether this was sustainable. The Wisconsin Union IT staff support updating Adobe software on the Apple computers was slow due to the union not supporting Apple computers in 2016. (Union Council subsequently changed this policy to specifically support “Apple” computers.)

Overall, it was a very active year of WUD Publications committees producing incredible works.

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<tr>
<th>Date</th>
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### Director: Rachel Wanat

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<td>The Dish</td>
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<td>Styling &amp; Winnowing</td>
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<td>Souvenirs</td>
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<td>Flash Fiction</td>
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Viewer online readership statistics can be found at: https://issuu.com/wudpublications/docs/2016-04-22-8677570/1#se31641

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WUD Publications Summary 2016-2017

The WUD Publications Committee 2016-2017 was chaired by Director Victoria Fok. The Publications Execs held meetings weekly. Being composed of eight subcommittees that represented the various publications/writers’ groups—Emmie (Mia Sato), Illumination (Madelyn Sundquist), MODA (Meg Rotter), The Dish (Caroline Stevens), UW Flash Fiction, Souvenirs (Jackie Bannon), JUST (Eddie Ruiz and Stephanie Seymour), Publications incorporated a diverse range of interests and students and aimed to create a cohesive community among the different subcommittees. Additional Publications Committee Execs included Creative ADs Amileah Sutliff and Theda Berry, Social Media/Marketing Coordinator Madison Schiller, Special Events Coordinator Molly Gilbertson, and Advertising Rep Corissa Pennow. The Publications Committee planned a variety of events and produced numerous publications throughout the academic year. There were no additional publications added during this year. The prior screen writing group Fade-In largely faded out.

Publications produced 6 hard copy journals throughout the year, totaling over 5,800 copies of various publications for the year produced at semester end, allowing for learning for both creating on-line content and going through the full publication and distribution process. Free to the public, printed issues were distributed to locations both on and off campus. Each publication also published online material to their individual websites on a regular basis.

In addition to producing all stages of the individual publications, Publications held multiple events throughout the year. Publications hosted the annual Yule Ball in November. The Moda Fashion Show was very popular. Lit Fest week involved three events throughout week with a keynote DLS/Publications’ speaker Roxane Gay. The total audience/ attendance of programming events throughout the term was over 2,000 people.

Successes: The Director facilitated well the positive team of Editors and staff who worked with their teams to create outstanding publications, while learning extensively. Publications’ leaders further developed skills in the component publication advertising bringing in just over $3,000 in ad revenue supporting printing of publications and learning by student leaders of how the advertising business works. This was the 2nd year of this very high ad revenue due to skills from the same ad manager who also solicited ads for the Daily Cardinal. Online publication content was good and updated frequently. JUST (Journal of Undergraduate Science and Technology) had a spring 2017 issue paid for by CALS (College of Agricultural and Life Sciences, in the amount of $2,068). There were an estimated 95 titled leadership positions in the various WUD Publications areas allowing for significant skill development.

Challenges: There is limited money available to produce the quantities desired for some of the outstanding magazines. The Finance/Administrative AD stopped recording finances half-way through the year. The planning for Yule Ball and Lit Fest Week occurred just before the events by the special events coordinator, with the events coming together well.

Overall, it was an active year of WUD Publications committees producing incredible works.

WUD Publications Programs and Events

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<th>Date</th>
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**WUD Publications Program and Events Summary**

**WUD Publications Committee**

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<th>Other</th>
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**Director: Victoria Fak**

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**Publications Printed - Spring 2017**

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<tr>
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<td>Music</td>
<td>MU 5231B</td>
<td>Byelich</td>
<td>608-262-7593</td>
<td>608-469-7598</td>
<td><a href="mailto:byelich@wisc.edu">byelich@wisc.edu</a></td>
</tr>
<tr>
<td>Advisor</td>
<td>Cuisine/Global Connect</td>
<td>US 235</td>
<td>Han Sol</td>
<td>608-890-4439</td>
<td>608-906-3705</td>
<td><a href="mailto:hshurlt2@wisc.edu">hshurlt2@wisc.edu</a></td>
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<tr>
<td>Advisor</td>
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<td>MU 5231E</td>
<td>Heidl</td>
<td>608-262-7860</td>
<td>(608) 333-3705</td>
<td><a href="mailto:helid.lang@wisc.edu">helid.lang@wisc.edu</a></td>
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<tr>
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<td>Outdoor UW</td>
<td>Jacob</td>
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<td>PubCo, Society/Politics</td>
<td>MU 5231F</td>
<td>Jim</td>
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<td>608-852-7777</td>
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<td>MU 5231C Mary</td>
<td>Russell</td>
<td>608-262-1677</td>
<td>608-262-1677</td>
<td><a href="mailto:mrussell@wisc.edu">mrussell@wisc.edu</a></td>
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<td>Outdoor UW Stable</td>
<td>Outdoor UW</td>
<td>Sable</td>
<td>608-262-1630</td>
<td>218-220-6653</td>
<td><a href="mailto:sahle.betencourt@wisc.edu">sahle.betencourt@wisc.edu</a></td>
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<td>Advisor</td>
<td>Alt Breaks / DLS</td>
<td>MU / US</td>
<td>Will</td>
<td>608-890-3400</td>
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<td><a href="mailto:will.hoffman@wisc.edu">will.hoffman@wisc.edu</a></td>
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<tr>
<td>Advisor / Union</td>
<td>Director</td>
<td>MU 5195</td>
<td>Mark</td>
<td>608-263-4663</td>
<td>608-263-4663</td>
<td><a href="mailto:susan.dibbell@wisc.edu">susan.dibbell@wisc.edu</a></td>
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<tr>
<td>Advisor / Union</td>
<td>Deputy Director</td>
<td>MU 5195K</td>
<td>Susan</td>
<td>608-263-4099</td>
<td>608-219-0295</td>
<td><a href="mailto:susan.dibbell@wisc.edu">susan.dibbell@wisc.edu</a></td>
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<tr>
<td>Advisor-Marketing</td>
<td>WUD Marketing Rep</td>
<td>MU 5231B Stephanie</td>
<td>Webendorfer</td>
<td>608-890-3493</td>
<td>608-890-3493</td>
<td><a href="mailto:stephanie.webendorfer@wisc.edu">stephanie.webendorfer@wisc.edu</a></td>
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<tr>
<td>Advisor, Assistant</td>
<td>Music</td>
<td>MU 5231</td>
<td>Leo</td>
<td>608-262-5759</td>
<td>608-772-6855</td>
<td><a href="mailto:rubinkowsk@wisc.edu">rubinkowsk@wisc.edu</a></td>
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<td>Advisor/Director</td>
<td>Wheelhouse Studios</td>
<td>Wheelhouse</td>
<td>Jay</td>
<td>608-262-2204</td>
<td>608-262-2204</td>
<td><a href="mailto:jay.ekleberry@wisc.edu">jay.ekleberry@wisc.edu</a></td>
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<tr>
<td>Advisor/Theater Dir</td>
<td>Performing Arts</td>
<td>Theater</td>
<td>Ralph</td>
<td>608-890-4432</td>
<td>608-220-1479</td>
<td><a href="mailto:rfrusso@wisc.edu">rfrusso@wisc.edu</a></td>
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<tr>
<td>Advisor / US Prog Dir</td>
<td>Art, Film</td>
<td>US 235</td>
<td>Robin</td>
<td>608-262-7592</td>
<td>608-262-7592</td>
<td><a href="mailto:robin.schmidt@wisc.edu">robin.schmidt@wisc.edu</a></td>
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<td>Aesuabi</td>
<td>608-262-7592</td>
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<td><a href="mailto:chhetri@wisc.edu">chhetri@wisc.edu</a></td>
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<td>Alexander</td>
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<td><a href="mailto:gavin@wisc.edu">gavin@wisc.edu</a></td>
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<td>Shelby</td>
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<td>Francesca</td>
<td>608-262-7592</td>
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<td><a href="mailto:april.ekleberry@wisc.edu">april.ekleberry@wisc.edu</a></td>
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<td>Chen</td>
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<td>MacKenzie</td>
<td>Heidi</td>
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<td><a href="mailto:mckenzie@wisc.edu">mckenzie@wisc.edu</a></td>
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<td>Megan</td>
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<td>Rebecca</td>
<td>608-262-7592</td>
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<td>Ziyad</td>
<td>608-333-7648</td>
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<td>Emily Ugoretz</td>
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<td>Jasmin Becerra</td>
<td>773-319-3897</td>
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<td><a href="mailto:jbecerra2@wisc.edu">jbecerra2@wisc.edu</a></td>
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<td>Kristie Kargus</td>
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<td>Lillie Levin</td>
<td>314-397-9027</td>
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<td>US 235</td>
<td>Micaela Nordeen</td>
<td>262-337-1603</td>
<td>262-337-1603</td>
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<td>Nimish Sarin</td>
<td>608-422-1761</td>
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<td>US 235</td>
<td>Patrick Argue</td>
<td>540-312-4551</td>
<td>540-312-4551</td>
<td><a href="mailto:pargue@wisc.edu">pargue@wisc.edu</a></td>
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<td>US 235</td>
<td>Sarah Sapiro</td>
<td>414-308-5450</td>
<td>414-308-5450</td>
<td><a href="mailto:ssapiro@wisc.edu">ssapiro@wisc.edu</a></td>
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<tr>
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<td>Afternoon Conversation</td>
<td>US 235</td>
<td>Aniket Sangwan</td>
<td>608-416-9601</td>
<td>608-416-9601</td>
<td><a href="mailto:sangwan2@wisc.edu">sangwan2@wisc.edu</a></td>
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<tr>
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<td>US 235</td>
<td>Caitlin Karwand</td>
<td>651-328-4260</td>
<td>651-328-4260</td>
<td><a href="mailto:ekwandre@wisc.edu">ekwandre@wisc.edu</a></td>
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<tr>
<td>Global Connections</td>
<td>Director</td>
<td>US 235</td>
<td>Farhat Bhuiyan</td>
<td>608-312-9634</td>
<td>608-312-9634</td>
<td><a href="mailto:fbhuiyan@wisc.edu">fbhuiyan@wisc.edu</a></td>
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<td>US 235</td>
<td>Haley Zahn</td>
<td>262-825-7055</td>
<td>262-825-7055</td>
<td><a href="mailto:hzahn@wisc.edu">hzahn@wisc.edu</a></td>
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<td>Manasi Mohan</td>
<td>651-328-4260</td>
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<td>Melanie Sims</td>
<td>732-540-6553</td>
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<td>Noor Hammad</td>
<td>608-512-0444</td>
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<td>Pedro Koeler Goulart</td>
<td>608-262-1630</td>
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<td><a href="mailto:kgoulart@wisc.edu">kgoulart@wisc.edu</a></td>
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<tr>
<td>Hoofer Council</td>
<td>President</td>
<td>Outdoor UW</td>
<td>Forrest Kosloski</td>
<td>608-262-1630</td>
<td>608-262-1630</td>
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<tr>
<td>Hoofer Mountaineers</td>
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<td>Outdoor UW</td>
<td>Rachel Andrie</td>
<td>608-262-1630</td>
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<td>Outdoor UW</td>
<td>Mark Strayer</td>
<td>608-262-1630</td>
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<td>Mackenzie Rixe</td>
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<tr>
<td>Hoofer SCUBA</td>
<td>President</td>
<td>Outdoor UW</td>
<td>Austin Albert</td>
<td>608-262-1630</td>
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<td>Hoofer SNS</td>
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<td>Outdoor UW</td>
<td>Paul Marik</td>
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<td>Jones Leadership Center</td>
<td>Contact Info</td>
<td>MU 5231</td>
<td>Michaelis 608-265-9867</td>
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<td>608-265-9867</td>
<td><a href="mailto:michaelis@wisc.edu">michaelis@wisc.edu</a></td>
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<tr>
<td>Jones Leadership Center</td>
<td>Student Intern</td>
<td>MU 5231</td>
<td>Cory Proctor</td>
<td>608-265-9867</td>
<td>608-265-9867</td>
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<td>Jones Leadership Center</td>
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<td>MU 5231</td>
<td>Jason Reau</td>
<td>608-265-9867</td>
<td>608-265-9867</td>
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<td>MU 5231</td>
<td>Mikaya Toonen</td>
<td>608-265-9867</td>
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<tr>
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<td>MU 5231</td>
<td>Natalie Tri</td>
<td>608-265-9867</td>
<td>608-265-9867</td>
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<td>Zoonghao Zou</td>
<td>608-265-9867</td>
<td>608-265-9867</td>
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<tr>
<td>Music</td>
<td>Marketing</td>
<td>MU 5231</td>
<td>Bobby Vanderwist</td>
<td>608-890-4439</td>
<td>608-890-4439</td>
<td><a href="mailto:lvanderwist@gmail.com">lvanderwist@gmail.com</a></td>
</tr>
<tr>
<td>Music</td>
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<td>Brandon Phouyabhandty</td>
<td>608-890-4439</td>
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<td>Brennan Bahr</td>
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<td>PubCom Illumination</td>
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<td>MU 5231</td>
<td>Haley</td>
<td>McNiff</td>
<td>608-890-4439</td>
<td><a href="mailto:hmcniff@wisc.edu">hmcniff@wisc.edu</a></td>
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<tr>
<td>PubCom Illumination</td>
<td>Art Editor</td>
<td>MU 5231</td>
<td>Lana</td>
<td>Scholtz</td>
<td>608-890-4439</td>
<td><a href="mailto:lscholtz@wisc.edu">lscholtz@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Illumination</td>
<td>Poetry Editor</td>
<td>MU 5231</td>
<td>Luke</td>
<td>Valmadr</td>
<td>608-890-4439</td>
<td><a href="mailto:lvvalmadr@wisc.edu">lvvalmadr@wisc.edu</a></td>
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<tr>
<td>PubCom Illumination</td>
<td>Digital Staff Writer</td>
<td>MU 5231</td>
<td>Ryan</td>
<td>Mulroone</td>
<td>608-890-4439</td>
<td><a href="mailto:rmulroone@wisc.edu">rmulroone@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Illumination</td>
<td>Layout Editor</td>
<td>MU 5231</td>
<td>Sadeq</td>
<td>Hashemi</td>
<td>608-890-4439</td>
<td><a href="mailto:hadsemi@wisc.edu">hadsemi@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom JUST</td>
<td>Editor In Chief</td>
<td>MU 5231</td>
<td>Evan</td>
<td>Cory</td>
<td>608-890-4439</td>
<td><a href="mailto:evcor@wisc.edu">evcor@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom JUST</td>
<td>Managing Editor</td>
<td>MU 5231</td>
<td>Jien</td>
<td>Heo</td>
<td>608-890-4439</td>
<td><a href="mailto:how9@wisc.edu">how9@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom JUST</td>
<td>Managing Editor</td>
<td>MU 5231</td>
<td>Meng</td>
<td>Lou</td>
<td>608-890-4439</td>
<td><a href="mailto:menglou7@gmail.com">menglou7@gmail.com</a></td>
</tr>
<tr>
<td>PubCom Moda</td>
<td>Editor in Chief</td>
<td>MU 5231</td>
<td>Darby</td>
<td>Hoffman</td>
<td>608-890-4439</td>
<td><a href="mailto:dhoffman@wisc.edu">dhoffman@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Sift&amp;Winnow</td>
<td>Faculty Advisor</td>
<td>MU 5231</td>
<td>Howard</td>
<td>Schweber</td>
<td>608-890-4439</td>
<td><a href="mailto:howard.schweber@wisc.e">howard.schweber@wisc.e</a></td>
</tr>
<tr>
<td>PubCom Sift&amp;Winnow</td>
<td>Editor-in-Chief</td>
<td>MU 5231</td>
<td>Jake</td>
<td>Horwitz</td>
<td>608-890-4439</td>
<td><a href="mailto:sifitingu@gmail.com">sifitingu@gmail.com</a></td>
</tr>
<tr>
<td>PubCom Sift&amp;Winnow</td>
<td>Deputy Editor-in-Chief</td>
<td>MU 5231</td>
<td>Sam</td>
<td>Coady</td>
<td>608-890-4439</td>
<td><a href="mailto:sccady@wisc.edu">sccady@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Sift&amp;Winnow</td>
<td>Graduate Student</td>
<td>MU 5231</td>
<td>Signe</td>
<td>Janoska-bedi</td>
<td>608-890-4439</td>
<td><a href="mailto:sjanoska@wisc.edu">sjanoska@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Souvenirs</td>
<td>Staff Writer</td>
<td>MU 5231</td>
<td>Emma</td>
<td>Liverseed</td>
<td>608-890-4439</td>
<td><a href="mailto:eliverseed@wisc.edu">eliverseed@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Souvenirs</td>
<td>Blogger</td>
<td>MU 5231</td>
<td>Hannah</td>
<td>Patzer</td>
<td>608-890-4439</td>
<td><a href="mailto:ipatzer@wisc.edu">ipatzer@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Souvenirs</td>
<td>Digital Editor</td>
<td>MU 5231</td>
<td>Megan</td>
<td>Otto</td>
<td>608-890-4439</td>
<td><a href="mailto:moto4@wisc.edu">moto4@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Souvenirs</td>
<td>Editor in Chief</td>
<td>MU 5231</td>
<td>Ruth</td>
<td>Brandt</td>
<td>608-890-4439</td>
<td><a href="mailto:rbbrandt@wisc.edu">rbbrandt@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom Souvenirs</td>
<td>Editor in Chief</td>
<td>MU 5231</td>
<td>Sophia</td>
<td>Dramm</td>
<td>608-890-4439</td>
<td><a href="mailto:sdramm@wisc.edu">sdramm@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom The Dish</td>
<td>Editor In Chief</td>
<td>MU 5231</td>
<td>Daniella</td>
<td>Byck</td>
<td>608-890-4439</td>
<td><a href="mailto:sbyck@wisc.edu">sbyck@wisc.edu</a></td>
</tr>
<tr>
<td>Society &amp; Politics</td>
<td>Director</td>
<td>MU 5231</td>
<td>Adam</td>
<td>Yeazel</td>
<td>608-890-4439</td>
<td><a href="mailto:syeazel@wisc.edu">syeazel@wisc.edu</a></td>
</tr>
<tr>
<td>Society &amp; Politics</td>
<td>Director of Marketing</td>
<td>MU 5231</td>
<td>Cierra</td>
<td>Lee</td>
<td>608-890-4439</td>
<td><a href="mailto:scierte@wisc.edu">scierte@wisc.edu</a></td>
</tr>
<tr>
<td>Society &amp; Politics</td>
<td>Director-Operations/Fin</td>
<td>MU 5231</td>
<td>Max</td>
<td>Drescher</td>
<td>608-890-4439</td>
<td><a href="mailto:smdrescher@wisc.edu">smdrescher@wisc.edu</a></td>
</tr>
<tr>
<td>Society &amp; Politics</td>
<td>Director-Operations/Fin</td>
<td>MU 5231</td>
<td>Tanvi</td>
<td>Tilloo</td>
<td>608-890-4439</td>
<td><a href="mailto:stiloo@wisc.edu">stiloo@wisc.edu</a></td>
</tr>
<tr>
<td>Summer Coord 2017</td>
<td>Music Manager</td>
<td>MU 5231</td>
<td>Ben</td>
<td>Carson</td>
<td>507-884-7290</td>
<td><a href="mailto:bpcarson@wisc.edu">bpcarson@wisc.edu</a></td>
</tr>
<tr>
<td>Summer Coord 2017</td>
<td>Special Events</td>
<td>MU 5231</td>
<td>Ben</td>
<td>Pierce</td>
<td>608-262-2202</td>
<td><a href="mailto:bnpierce@wisc.edu">bnpierce@wisc.edu</a></td>
</tr>
<tr>
<td>Summer Coord 2017</td>
<td>Music Manager</td>
<td>MU 5231</td>
<td>Daniel</td>
<td>Hawley</td>
<td>608-262-2202</td>
<td><a href="mailto:dahawley@wisc.edu">dahawley@wisc.edu</a></td>
</tr>
<tr>
<td>Summer Coord 2017</td>
<td>Art</td>
<td>MU 5231</td>
<td>Micaela</td>
<td>Nordeen</td>
<td>608-262-2202</td>
<td><a href="mailto:mnordeen@wisc.edu">mnordeen@wisc.edu</a></td>
</tr>
<tr>
<td>Summer Coord 2017</td>
<td>Film</td>
<td>MU 5231</td>
<td>Taylor</td>
<td>Pritzl</td>
<td>920-684-0722</td>
<td><a href="mailto:spritzl@wisc.edu">spritzl@wisc.edu</a></td>
</tr>
<tr>
<td>Summer Coord 2017</td>
<td>Classic Music</td>
<td>MU 5231</td>
<td>Yanzel</td>
<td>Rivera-oter</td>
<td>608-772-5533</td>
<td><a href="mailto:rivernerotero@wisc.edu">rivernerotero@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Marketing/Social Media</td>
<td>MU 5231</td>
<td>Brett</td>
<td>Strasser</td>
<td>608-262-2202</td>
<td><a href="mailto:bstassser@wisc.edu">bstassser@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Marketing/Social Media</td>
<td>MU 5231</td>
<td>Camille</td>
<td>Paskind</td>
<td>608-262-2202</td>
<td><a href="mailto:spaskind@wisc.edu">spaskind@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Communications</td>
<td>MU 5231</td>
<td>Esty</td>
<td>Dinur</td>
<td>608-262-3907</td>
<td><a href="mailto:edinur@wisc.edu">edinur@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Development &amp; Outreach</td>
<td>MU 5231</td>
<td>Heather</td>
<td>Good</td>
<td>608-263-6825</td>
<td><a href="mailto:shgood@wisc.edu">shgood@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Tech Dir-Play Circle</td>
<td>MU 5231</td>
<td>Heather</td>
<td>Macheel</td>
<td>608-26201949</td>
<td><a href="mailto:smacheel@wisc.edu">smacheel@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Tech Dir-Shannon Hall</td>
<td>MU 5231</td>
<td>Jeff</td>
<td>Macheel</td>
<td>608-262-1949</td>
<td><a href="mailto:jmacheel@wisc.edu">jmacheel@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Front of House Manager</td>
<td>MU 5231</td>
<td>Patrick</td>
<td>Semers</td>
<td>608-262-2202</td>
<td><a href="mailto:spsemer@wisc.edu">spsemer@wisc.edu</a></td>
</tr>
<tr>
<td>Theater</td>
<td>Financial Specialist</td>
<td>MU 5231</td>
<td>Sandy</td>
<td>Peterson</td>
<td>608-262-2202</td>
<td><a href="mailto:speterson@wisc.edu">speterson@wisc.edu</a></td>
</tr>
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<tr>
<td>Music</td>
<td>Set Friday Program</td>
<td>MU 5231</td>
<td>Fantasia</td>
<td>Johnson</td>
<td>608-890-4439</td>
<td><a href="mailto:fjohnson5@wisc.edu">fjohnson5@wisc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Social Chair</td>
<td>MU 5231</td>
<td>Halle</td>
<td>Lusich</td>
<td>608-890-4439</td>
<td><a href="mailto:hlusich@wisc.edu">hlusich@wisc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Rathakeller</td>
<td>MU 5231</td>
<td>Jordan</td>
<td>Zamansky</td>
<td>608-890-4439</td>
<td><a href="mailto:jzamansky@wisc.edu">jzamansky@wisc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Playcircle</td>
<td>MU 5231</td>
<td>Karen (shun)</td>
<td>Zhou</td>
<td>608-890-4439</td>
<td><a href="mailto:szhu75@wisc.edu">szhu75@wisc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Director</td>
<td>MU 5231</td>
<td>Laura</td>
<td>Oberwetter</td>
<td>608-262-1143</td>
<td>608-212-6964</td>
</tr>
<tr>
<td>Music</td>
<td>Outside Outreach</td>
<td>MU 5231</td>
<td>Phoebe</td>
<td>Marquardt</td>
<td>608-890-4439</td>
<td><a href="mailto:pmarquardt@wisc.edu">pmarquardt@wisc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>AD</td>
<td>MU 5231</td>
<td>Shannon</td>
<td>Kim</td>
<td>608-890-4439</td>
<td><a href="mailto:skim657@wisc.edu">skim657@wisc.edu</a></td>
</tr>
<tr>
<td>Perform Arts</td>
<td>AD</td>
<td>MU 5231</td>
<td>Shelby</td>
<td>Kahr</td>
<td>608-890-4439</td>
<td><a href="mailto:skahr@wisc.edu">skahr@wisc.edu</a></td>
</tr>
<tr>
<td>Perform Arts</td>
<td>AD</td>
<td>MU 5231</td>
<td>Theater</td>
<td>Aaron</td>
<td>608-262-2202</td>
<td>608-843-4624</td>
</tr>
<tr>
<td>Perform Arts</td>
<td>AD</td>
<td>MU 5231</td>
<td>Theater</td>
<td>Amanda</td>
<td>608-262-2202</td>
<td>608-469-8109</td>
</tr>
<tr>
<td>Perform Arts</td>
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<td>MU 5231</td>
<td>Theater</td>
<td>Ilango</td>
<td>608-262-2202</td>
<td>414-949-1418</td>
</tr>
<tr>
<td>Perform Arts</td>
<td>AD</td>
<td>MU 5231</td>
<td>Theater</td>
<td>L J</td>
<td>608-262-2202</td>
<td>309-472-0048</td>
</tr>
<tr>
<td>Perform Arts</td>
<td>Director</td>
<td>MU 5231</td>
<td>Marilyn</td>
<td>Feldner</td>
<td>608-262-2202</td>
<td>262-527-4490</td>
</tr>
<tr>
<td>Perform Arts</td>
<td>AD</td>
<td>MU 5231</td>
<td>Theater</td>
<td>Rohan</td>
<td>608-262-2202</td>
<td>763-742-6484</td>
</tr>
<tr>
<td>Program Office MU</td>
<td>Office Assistant</td>
<td>MU 5231</td>
<td>Kim</td>
<td>Gromek</td>
<td>608-890-4439</td>
<td>651-788-5837</td>
</tr>
<tr>
<td>Program Office MU</td>
<td>Administrative Aid</td>
<td>MU 5231</td>
<td>Lori</td>
<td>Egan</td>
<td>608-890-4439</td>
<td>715-498-9354</td>
</tr>
<tr>
<td>Program Office MU</td>
<td>Office Assistant</td>
<td>MU 5231</td>
<td>Lydia</td>
<td>Schultz</td>
<td>608-890-4439</td>
<td>715-685-4737</td>
</tr>
<tr>
<td>Program Office MU</td>
<td>Health and Wellness</td>
<td>MU 5231</td>
<td>Madison</td>
<td>Yachinich</td>
<td>608-890-4439</td>
<td>920-728-2709</td>
</tr>
<tr>
<td>Program Office MU</td>
<td>Office Assistant</td>
<td>MU 5231</td>
<td>Michaela</td>
<td>Stelse</td>
<td>608-271-7701</td>
<td>608-695-8123</td>
</tr>
<tr>
<td>Program Office MU</td>
<td>Poster Route</td>
<td>MU 5231</td>
<td>Tyler</td>
<td>Buentzli</td>
<td>608-271-7701</td>
<td>608-695-8123</td>
</tr>
<tr>
<td>PubCom</td>
<td>Director</td>
<td>MU 5231</td>
<td>L. Malik</td>
<td>Anderson</td>
<td>(414) 292-5014</td>
<td><a href="mailto:publications@union.wisc">publications@union.wisc</a>.</td>
</tr>
<tr>
<td>PubCom</td>
<td>Creative AD</td>
<td>MU 5231</td>
<td>Theda</td>
<td>Berry</td>
<td>608-890-4439</td>
<td>651-323-3519</td>
</tr>
<tr>
<td>PubCom</td>
<td>Finance &amp; Development</td>
<td>MU 5231</td>
<td>Carlo</td>
<td>Romagnolo</td>
<td>608-890-4439</td>
<td>608-294-0470</td>
</tr>
<tr>
<td>PubCom</td>
<td>Professional Development</td>
<td>MU 5231</td>
<td>Caroline</td>
<td>Maws</td>
<td>608-890-4439</td>
<td>907-135-8403</td>
</tr>
<tr>
<td>PubCom</td>
<td>Yule Ball Coordinator</td>
<td>MU 5231</td>
<td>Michelle</td>
<td>Fernandez</td>
<td>(715) 660-0150</td>
<td><a href="mailto:minar01@gmail.com">minar01@gmail.com</a></td>
</tr>
<tr>
<td>PubCom</td>
<td>Yule Ball Assistant</td>
<td>MU 5231</td>
<td>Michelle</td>
<td>Thomas</td>
<td>(608) 695-0101</td>
<td><a href="mailto:mthomas3@wisc.edu">mthomas3@wisc.edu</a></td>
</tr>
<tr>
<td>PubCom</td>
<td>Marketing AD</td>
<td>MU 5231</td>
<td>Nicole</td>
<td>Ki</td>
<td>608-890-4439</td>
<td>917-561-6025</td>
</tr>
<tr>
<td>PubCom</td>
<td>Ad &amp; Rev Associate Dir</td>
<td>MU 5231</td>
<td>Xulian</td>
<td>Wu</td>
<td>608-890-4439</td>
<td></td>
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<tr>
<td>PubCom Emmie</td>
<td>Editor</td>
<td>MU 5231</td>
<td>Ashley</td>
<td>Mackens</td>
<td>608-890-4439</td>
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<td>Editor</td>
<td>MU 5231</td>
<td>Brighton</td>
<td>Lindberg</td>
<td>608-890-4439</td>
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</tr>
<tr>
<td>PubCom Emmie</td>
<td>Editor in Chief</td>
<td>MU 5231</td>
<td>Shaye</td>
<td>Graves</td>
<td>608-890-4439</td>
<td>608-445-3689</td>
</tr>
<tr>
<td>PubCom Emmie</td>
<td>Social Media Director</td>
<td>MU 5231</td>
<td>Zach</td>
<td>Adama</td>
<td>608-890-4439</td>
<td></td>
</tr>
<tr>
<td>PubCom Illumination</td>
<td>Digital Staff Writer</td>
<td>MU 5231</td>
<td>Anna</td>
<td>Rodriguez</td>
<td>608-890-4439</td>
<td></td>
</tr>
<tr>
<td>PubCom Illumination</td>
<td>Digital Staff Writer</td>
<td>MU 5231</td>
<td>Anna</td>
<td>Rodriguez</td>
<td>608-890-4439</td>
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<tr>
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<td>MU 5231</td>
<td>Emma</td>
<td>Liverseed</td>
<td>608-890-4439</td>
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</tr>
<tr>
<td>PubCom Illumination</td>
<td>Editor in Chief</td>
<td>MU 5231</td>
<td>Martinez</td>
<td>Anderegg</td>
<td>608-890-4439</td>
<td>608-232-9361</td>
</tr>
<tr>
<td>PubCom Illumination</td>
<td>Ass. Art Ed/Writer</td>
<td>MU 5231</td>
<td>Genevieve</td>
<td></td>
<td>608-890-4439</td>
<td></td>
</tr>
<tr>
<td>COMMITTEE</td>
<td>POSITION</td>
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<td>LEADER</td>
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<tr>
<td>Theater</td>
<td>Arts on Campus Box</td>
<td>Theater</td>
<td>Ted</td>
<td>Harks</td>
<td>608-262-9909</td>
<td><a href="mailto:tmharks@wisc.edu">tmharks@wisc.edu</a></td>
</tr>
<tr>
<td>Union Council</td>
<td>VP-External Relations</td>
<td>MU 5231</td>
<td>Courtney</td>
<td>Medick</td>
<td>608-890-4439</td>
<td><a href="mailto:directorate@union.wisc.edu">directorate@union.wisc.edu</a></td>
</tr>
<tr>
<td>Union Council</td>
<td>VP-Internal Relations</td>
<td>MU 5231</td>
<td>Nick</td>
<td>Munce</td>
<td>608-890-4439</td>
<td><a href="mailto:wudinternal@union.wisc.edu">wudinternal@union.wisc.edu</a></td>
</tr>
<tr>
<td>Union Council</td>
<td>President</td>
<td>MU 5231</td>
<td>Iftat</td>
<td>Bhuiyan</td>
<td>608-628-5461</td>
<td><a href="mailto:president@union.wisc.edu">president@union.wisc.edu</a></td>
</tr>
<tr>
<td>WEBT 2018</td>
<td>Coordinator</td>
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<td>James</td>
<td>Allen</td>
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<td>Jay</td>
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http://go.wisc.edu/PublicationsPrintingGuide

Updated 09/27/17 by L. Malik Anderson

This document is a guideline for the WUD Publications' magazines and journals printing process. Please continue to add best practices and insights that may be useful for your successors.

For layout information (more useful to layout editors, but a good reference point for EICs as well): http://bit.ly/2xCWPVB

Draft - Print Schedule For Fall 2017

- OCTOBER 9 (Monday): All advertising contracts secured through the Advertising and Revenue Associate Director should be finalized and Editors-in-Chief should receive placement of the advertisement so layout editors can work on magazine/journal designs.

- OCTOBER 20 (Friday): This is a preliminary layout check. The Creative Associate Director will look over the InDesign files before we reach the final deadline. Layout editors should expect to receive suggestions and ask questions if needed.

- WEEK OF OCTOBER 30-NOVEMBER 2 (Monday-Thursday): This is the final production week. Layout editors should work closely with the Creative Director to make sure their magazine/journal is a complete product. Since files need to be finished on the 3rd (see below), this give us time to troubleshoot and have a calmer Friday.

- NOVEMBER 3 (Friday): This is the last night of production meaning production of the magazines/journals must be ready to send to the printer. Editors-in-Chief are expected to send complete InDesign files to the Director and Creative Associate Director.
• **NOVEMBER 17 (Friday):** The issues should be delivered from the printer to the Wisconsin Union Directorate (WUD) Office on the 5th Floor. By this point, Editors-in-Chief should have given the Marketing Associate Director a list of venues to distribute copies of each magazine/journal to.

• **DECEMBER 1 (Friday):** This is the official Distribution Day, which gives everyone a breather before coming back at getting excited to distribute. Distribute all but two boxes, save the rest for next wave of distribution and to for programming. Also, save six copies (four WUD Office copies and a copy for both the WUD archive and the University).

• **DECEMBER 6 (Wednesday):** This is our final meeting of the semester. In our meeting, we will debrief how the process went, what needs to be improved, etc.

• **DECEMBER 8 (Friday):** Distribute the remaining publications in additional locations.

**Production Timeline**

**Beginning of Your Term**

• Meet with your predecessor and knowledgeable individuals, including the Publications Director, to find out about resources and effective processes.

**Beginning of semester**

• Establish communication WU Marketing/Graphics. Establish (conservative) hard dates for various timing needs (as outlined above for Fall 2017). Timing includes:
  - Review of General Pricing Estimates (schedule with WU Marketing)
  - Quote option needs due to WU Marketing
  - File/Layout Check in days with WU Marketing (To make sure that you are on the same page with formatting)
  - Final Layouts due to WU Marketing
  - Hard Proofing time
  - Final hard proof approvals
  - Print Production timing
  - In Hand date

Also, determine the mode in which the files should be submitted (email, CD, flash drive):

- WU Marketing: Stephanie Webendorfer - swebendorfer@wisc.edu
- *Illumination* Contact at UW Communications: Jenny Klaila - jklaila@wisc.edu

$F = 2$
Throughout the Semester

- Create your publication.
- File check ins. Check in with WU Marketing/Graphics team. Goal is to check in at least 3 times during the semester to be sure layouts, high-rez files and docs are print ready. Timing should be part of your timeline that was given to you by Marketing.
- Inform WU Marketing/Graphics if there are any delays in the timeline that will affect printing, and if you will need to change the day you will be sending in the files and the day by which you need it printed.
- Get finalized quote (see below)

Final Quoting

- Contact Wisconsin Union Marketing to ask for a price quote. You'll need to be specific for what you are asking for. Use the General Pricing as a guide.
- General printing quotes are listed at: https://docs.google.com/spreadsheets/d/149-9mvQSFxpPNs53\Yd2mOj2Sry3-V6gsOCnCiafUw/edit#gid=163013215
- If you know the exact amount you want to spend, include this information in the quote request.
  - If you don't know the amount you want to spend, ask for quotes for multiple quantities
- Info needed to quote. See example below:
  "WUD Publications Souvenirs would like to get a printing price quote for [add in your full details] for 500, 750, 1,000 (request various amounts in case it is more expensive or less than you thought),
  - a 36 page book,
  - printed CMYK w/full bleed,
  - Cover printed 2-sided on 80# White gloss cover and body printed 2-sided on 60# white gloss, text,
  - collated together and saddle-stitched to an 8.375" x 10.875" Booklet.
  - This job is similar to job # (if you know a prior print job that is similar). The final job will be submitted on ___________. If possible the printer is asked to put us on their production calendar now and let us know when the job would be estimated to be completed allowing for some corrections so our subsequent publications release events can be confirmed.

F-3
Receiving further suggestions on how to reduce costs, besides reducing quantity, would be appreciated. A PDF proof is desired.” [Again editing the information to be “your publication” full details].

You can have the Publication Director, advisor, or other knowledgeable staff help you complete all info. Also include:

- Your 8 digit account number
- Budget and/or quantity
- High quality or commodity quality
- Size
- Number of pages (including cover)
- Paper stock
- Full Color or B&W
- Publication has bleed or no bleed
- Do you want a printed proof or a pdf proof
  - Factor in slightly more time for a printed proof, as it will be interoffice mailed to the Union instead of instantly sent to you.
  - However, printed proofs will help show final image quality.
- Date you need it printed by

- Send in the publications file by the determined deadline.
- Once the proof is received, proof/edit and send back ASAP.
- Then do not miss the date that you have confirmed with the printer receiving your file; otherwise, if they have it on their calendar and you are not there, the printer will move onto other print jobs in their queue.
- Therefore, in your internal staff publication deadline, you may want to give your staff a date many days or a week before (what you have told the printer) to allow you to handle late items without missing your deadline and being too stressed.
- Then by the stated deadline to the printer, or earlier if completed, immediately submit your fully proofed (following the guidelines) document so you can start getting the corrections requested from the printer.
- It may be good to have the Publications Director and/or Advisor look at the two-sided cover/back (to check to make sure the WUD logo, WUD Publications logo, addresses if listed, etc, are included and accurate). The advisor can provide any further comments on your publications’ content/layout if you want but often student leaders have wanted to create the publication 100% on their own. Just include all needed logos, correct contact information and addresses, use good judgement for anything that may be controversial, and potentially check in with the Publications Director and/or Advisor if this is the case.
Wisconsin Union Program & Leadership Development Subcommittee
Publications Committee Study Charge

Background:
The Wisconsin Union Directorate Publications Committee is a group of 8 publications and over 70 students who create outstanding journals and events to celebrate and promote reading and writing on campus. The committee does this by creating outlets for UW-Madison students through several print and online publications, writing groups, lectures, and discussions. Publications and groups include Emnne (music magazine), Illumination (humanities journal), Souvenirs (reflections and photography related to studying abroad), Fade In (screenwriting peer group), Moda (fashion and lifestyle), Flash Fiction (short fiction), and The Dish (fooc). Each publication prints approximately 750 issues each semester while fostering a robust, active online presence and creating innovative programming for the campus community.

Charges:
The Executive Committee of the Wisconsin Union Directorate (WUD) recommends that the Program & Leadership Committee of Union Council study the Publications Committee and provide a report by the December 2016 Union Council meeting.

A subcommittee will be formed and will work with Publications Committee and the Program & Leadership Committee of Union Council to complete this evaluation. The subcommittee will have a student majority and at least three representatives from Publications Committee.

The goal of the study will be to provide Publications Committee with feedback on the following practices:
- Best practices for print production, including ensuring that all files are submitted on time to the printer and free of errors in layout
- Ensure maximum distribution of print publications to ensure they are accessible to as wide a range of campus and community members as possible
- Determine a best practice for the introduction and review of new subcommittees, along with a mechanism for a subcommittee to withdraw from Publications Committee
- Review co-sponsorship agreements to ensure that Publications Committee has the same access to other campus groups and resources as other Wisconsin Union Directorate committees

The Publications Study Committee will keep the Publications Committee Executive Board and Advisor informed throughout the study process, and seek information directly from Publications Committee members.

Membership:
- Wisconsin Union Directorate Vice President for External Relations (chair)
  - Publications Committee works heavily with groups outside of the Wisconsin Union Directorate, including University Marketing
- Publications Committee Director
- Publications Committee Members (appointed by Publications Director)
  - A Publications Committee Assistant Director
  - A Publications Committee Editor in Chief
  - Publications Committee Advisor

Timeline:
- Present proposal to WUD Publications Executive Board: March 30, 2016
- Present proposal to the Executive Committee of the Wisconsin Union Directorate: March 31, 2016
- Present proposal to Program & Leadership Committee: April 6/7, 2016
- Present proposal to Union Council: Next meeting
- Present final report to Union Council: December 2016
Wisconsin Union Program & Leadership Development Committee
Publications Committee Study Charge

Background:

The Wisconsin Union Directorate Publications Committee is a group of eight publications and over 70 students who create journals and events to celebrate and promote reading and writing on campus. The committee does this by creating outlets for UW-Madison students through several print and online publications, writing groups, lectures, and discussions. Publications and groups include Emnie (music magazine), Illumination (humanities journal), Souvenirs (reflections and photography related to studying abroad), Fade In (screenwriting peer group), Moda (fashion and lifestyle), Flash Fiction (short fiction), and The Dish (food). Each publication prints approximately 750 issues each semester while fostering a robust, active online presence and creating innovative programming for the campus community. While the many different groups that comprise Publications Committee are interested in a wide range of topics, the Committee works together to put on highly successful events, such as Yule Ball (700 guests), LitFest, and Lit After Dark. Coordination within the committee is key to its continued success.

Charge:

The Executive Committee of the Wisconsin Union Directorate (WUD) recommends that the Program & Leadership Development Committee of Union Council study the WUD Publications committee and provide a report by the December 2016 Union Council meeting. A subcommittee will be formed and will work with the Program & Leadership Development Committee of Union Council to complete this evaluation. The subcommittee will have a student majority and at least three representatives from the Publications Committee.

The goals of this subcommittee will be to review the structure of the committee, current practices for print quantity and distribution, relationship to Wisconsin Union Directorate and how the committee advances the mission of WUD, relationship to other student organizations, plans for managing growth and addition of new publications and the audience of the Publications committee.

The WUD Publications Committee continues to expand rapidly with a net increase of two publications within the last year. The addition of these publications adds to the workload of the Publications Director and Advisor, increases funding needs for print publications, and increases the meeting room needs of the committee. The study will review the WUD Publications Committee to see how these changes to the committee impact the Wisconsin Union Directorate. [a]

Ibl

H-2
Membership:

Union Officer[4] (chair)
The study committee chair will appoint the following members:
Publications Director
Publications Member
Publications Advisor
WUD Representative[4]
Assistant Director for Program & Leadership
Program & Leadership Development Representative

Timeline:

Bring Proposal to Program & Leadership Committee: April 13, 2016
Bring Proposal to Wisconsin Union Directorate: April 13, 2016
Bring Proposal to Union Council: April 18, 2016
Bring Final Report to Union Council: December 2016

Last edited: 4/13/2016

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<th>a</th>
<th>P&amp;L: Cut</th>
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<td>b</td>
<td>Directorate: To freeze the addition of new publications until the completion of the study and to prevent any additional sponsorships of other publications during this time.</td>
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<tr>
<td>c</td>
<td>Directorate: Vice President of Internal Relations</td>
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<td>d</td>
<td>Directorate: Must be a director</td>
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Union Council Meeting Minutes
April 18, 2016

Council Members Present: Juli Aulik, Alumni Rep; Jack Comeau, President; George Cutlip, Alumni Rep (WAA); Susan Dibbell, Ex-Officio; Jessica Franco-Morales, ASM Representative; Mark Guthier, Secretary; Erin Harper, ASM Representative; Madison Laning, ASM Chair; William Lipske, Academic Staff; Mohan Mandal, WUD Representative; Jane Oberdorf, Acting Treasurer; Tyler O’Connell, VP-Development; Philip Ostrov, VP-Internal Relations; Khea Yashadhana, VP-External Relations; Brett Ducharme, ASM Representative; Peter Lipton, Faculty Representative

Guests: Rachel Wanat, Emmett Motl, Jacob Hahn, Heidi Lang, Alex Her, Anna Tolle, Danny Supernaw, Lucas Finnell, Darren Krause, Shauna Breneman

Call to Order:
Jack Comeau called the meeting to order at 5:35pm.

Open Forum:
There were no items brought up for discussion.

Approval of 3-14-16 Meeting Minutes:
Brett Ducharme made a motion to approve the 3-14-16 meeting minutes. George Cutlip seconded. Motion passed.

Publications Study – Tyler O’Connell

Mr. O’Connell reviewed the Publications Committee Study Charge which was approved by the Program and Leadership Committee and Directorate on April 13, 2016. If Union Council approves the study charge a final report will be brought back to Council at its December 2016 meeting.

Madison Laning made a motion to approve the study as proposed. Khea Yashadhana seconded the motion. Madison Laning moved to amend.

A discussion took place on whether to amend the charge as recommended by Directorate. Brett Ducharme made a motion to approve the proposed charge as follows.

The original charge as amended to include:
- An additional member of the Publications committee to the membership make-up.
- The addition of soft scoping language “some areas the study should discuss include the expansion of publications and the effect on the workload of the Pub Director and advisor, funding needs of the committee, meeting room space to fit the needs of the publications and any other matters the study committee feels necessary.”
- The addition of items “(C) Officer – Internal Relations” and “(D) WUD Rep – Committee Director” from Directorate recommendations.
- There will be a hiatus on adding new publications unless approved by WUD Exec.

The Publications study was approved with the above amendments.
Publications Study Recommendations

Process: in an effort to clarify Wisconsin Union Directorate processes that must be adhered to in order to ensure an efficiently functioning committee

1.) Clearly inform Editors-in-Chief about the origination of their funds and Directorate’s philosophy for their use by the end of September.
2.) Ensure that budget request processes are clearly communicated and adhered to by all members of the committee through regular consultations of the Director with the Officer team.

Membership: in an effort to clarify and deepen a sense of membership within the Committee to establish equity in experience for all participating publications

3.) Task next year’s Director to work with their advisor to create and display a concise list of benefits for membership of a publication within the Committee.
4.) Require that all incoming journals have a funding process approved by Directorate prior to becoming an official WUD Publication.

Identity: in an effort to align individual publication and Committee identity with that of Wisconsin Union Directorate and ensure that we are strategically aligned

5.) Reiterate and strictly enforce that member publications do not register as independent Registered Student Organizations.
6.) Schedule twice-yearly Officer meetings with the Publications Committee Director, Publications Committee Associate Directors, and Publications Committee Editors-in-Chief to ensure cohesive group identity and to deepen the Committee’s sense of belonging within the Wisconsin Union Directorate.
7.) Establish a deepened focus on promoting current programming that is driven by the creative content in the publications
Union Council Subcommittee Meeting Minutes - Topic: Named Spaces
April 5th, 4 pm - 5 pm, Terrace Overlook
Members: Mark, Chris, Liz, Nick, Sydney, George and Iffa

Continued discussion on the two named spaces in Memorial Union: Porter Butts Gallery and the Fredric March Play Circle Theater, due to recent student outcry of what groups the men were associated with during their time at UW-Madison, and how that does not reflect the values the Wisconsin Union holds today.

The subcommittee group reviewed the charge from Union Council on March 14th. Iffa will give an update to Union Council on April 11th however, due to the Chancellor’s Ad Hoc study this group will not have a chance to be briefed until after the study is publicly released (after April 19th). We are currently working to get a meeting scheduled. **Note:** This has resulted in an additional Union Council meeting on April 25th.

At the April 5th meeting, members covered three goals on the agenda, understand the historical context of this issue, the current campus climate, and to appropriately be prepare for Union Council on April 25th, review possible avenues to explore (still keeping in mind that we will be hearing from the Chancellor’s team after April 19th).

Members discussed that this Union Council body needs to respond to today’s students. This means whatever decision we conclude with, we need to ensure that the language of the issue/situation represents all parties involved. We need to honor the current students voices today as we have honored the past students. With an emphasis that we ensure there are policies that do not allow this type of situation to occur again.

Moving forward:
- The subcommittee plans to meet with the Co-Chairs of the Chancellor's Ad Hoc group.
- Review the material in the study and understand what recommendations were produced.
- Have another meeting collecting the group’s thoughts and coming to Union Council on April 25th with a brief presentation about our work and our list of recommendations for Union Council to vote on.
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