



## Union Council Meeting Agenda

Thursday, November 19, 2015

5:30pm - 7:30pm

5:30 pm	Dinner Served	
6:00 pm	Call to Order Ice Breaker (5 min)	Jack
6:05 pm	Hoofers Mountaineering Presentation (10 min)	Erik
6:15 pm	WUD Committee Director Reports (25 min) <ul style="list-style-type: none"><li>• Film</li><li>• Publications</li><li>• Alternative Breaks</li><li>• Society and Politics</li><li>• Global Connections</li></ul>	Austin Rachel Alex Zach Kayla
6:40 pm	SnS Presentation (15 min)	David Bougie
6:55 pm	Financial Report (5 min)	Jane
7:00 pm	Project Update (10 min)	Mark
7:10 pm	Pushing Back Meditation Room, Sailing Socials (5 min)	Jack
7:15 pm	Riding Update (10 min)	Anna
7:25 pm	December Council Meeting (5 min)	Jack
7:30 pm	Meeting Adjourned	

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MEMBERS			
		Erin Harper, ASM Representative	X
Juli Aulik, Alumni Rep	X	Madison Laning, ASM Chair	X
Lori Berquam, Ex- Officio		William Lipske, Academic Staff	X
Jack Comeau, President	X	Peter Lipton, Faculty Representative	X
George Cutlip, Alumni Rep (WAA)	X	Mohan Mandali, WUD Representative	X
Susan Dibbell, Ex- Officio	X	Jane Oberdorf, Acting Treasurer	X
Brett Ducharme, ASM Representative	X	Philip Ostrov, VP – Internal Relations	X
Jessica Franco-Morales, ASM Representative	X	Ronnie Pisano, WUD Representative	
Mark Guthier, Secretary		Khea Yashadhana, VP – External Relations	X
		Tyler O’Connell VP-External Relations	X

Guests: Lori DeMeuse, Director’s Office Executive Assistant; Anais Reyes, WUD Art Committee Director; Brian Edwards, WUD Music Committee Director; Katy Lang, WUD Performing Arts Committee Director; Erik Shepard (represented Ronnie Pisano)

TOPIC	DISCUSSION	ACTION
<b>Call to Order</b>	Jack Comeau called the meeting to order at 6:05 pm.	<b>Motion Passed</b>
<b>Approval of Minutes</b>	Minutes from September 17, 2015 meeting were approved. Jack Comeau asked for a <b>Motion to Approve</b> . Brett Ducharme <b>Moved</b> . Erin Harper <b>Seconded</b> . <b>All in favor. Motion passed.</b>	
<b>Hoofers Committee Update</b>	<p>Erik Shepard, filling in for Hoofers President Ronnie Pisano, gave Hoofers Club updates:</p> <ul style="list-style-type: none"> <li>Ski and Snowboard Club will have a resale coming up this fall.</li> <li>Riding Club is wrapping up their season. Overall, the riding club had a great season.</li> <li>Scuba Club will have a weekend trip.</li> <li>Outing Club will transition from fall to winter sports.</li> <li>Mountaineering Club will bring fall sports and programming to a close.</li> <li>Sailing Club is preparing for lift-out. The lake will be closed to sailing on Friday 10/30.</li> </ul> <p>Ronnie Pisano’s goal is to look at the relationship with WUD and get officer stipends.</p>	
<b>Distinguished Lecture Series Committee Update</b>	Mr. Mandali, Distinguished Lecture Series Director, stated that there will be five lectures per semester. The Wisconsin Festival of Ideas will happen in the spring. The Wisconsin Festival of Ideas will include two professors and two students who will discuss their topic of research ranging from humanities to sciences. The committee is also trying to set book tour dates between Milwaukee and Chicago, using WUD Publications as the source for these tours. Mr. Mandali stated that DLS would like to have a big speaker at the end of the year or early next year and at least once every four years so all University of Wisconsin-Madison students can have a shared experience.	
<b>Art Committee Update</b>	Anais Reyes, WUD Art Committee Director, discussed the two program galleries located at Union South and Memorial Union. One exhibit has opened so far this year at Memorial Union. Ms. Reyes noted that there are freshman and sophomores on the committee and it is enjoyable to introduce art to underclassmen as a new experience for these students. Ms. Reyes also noted that the underclassmen were able to have a tour of the Madison Museum of Contemporary Art where they were able to talk to the exhibitions manager and curator, which	

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<p><b>Music Committee Update</b></p>	<p>led to a hands on experience. Ms. Reyes noted her interest in a curatorial panel of all galleries and museums around campus. Ms. Reyes concluded by saying that the committee plans to visit the Walter Art Center and other Minneapolis museums in the future.</p> <p>Brian Edwards, WUD Music Committee Director, stated that two venues, the Terrace and the Rathskeller, are no longer available because of the construction taking place at Memorial Union. Mr. Edwards mentioned that the committee is increasing the brand to compete on the same level as the Majestic and the Frequency. In the near future, the committee will be spending the money they have budgeted for shows in the Sett; the goal is to have three large shows at the Sett. Mr. Edwards also mentioned that the music committee will have control over Revelry this year and will be working with Frank Productions to put on an end- of- the- year concert as opposed to a festival. The student Revelry director position has been hired and will be looking towards a leadership trip to South by Southwest. The leadership trip will be a benchmarking opportunity, a promotional opportunity and an educational opportunity. The Music Committee is working on becoming better cultural curators and making sure everyone is being heard.</p>	
<p><b>Performing Arts Committee Update</b></p>	<p>Katy Lang, WUD Performing Arts Committee Director, spoke about the busiest part of the performing arts season. Ms. Lang is in the process of booking next year's shows and has decided to do master classes that will foster community engagement. The Performing Arts Committee is trying to create opportunities for UW-Madison students to perform with artists along with more student groups by themselves. There will also be a concert series that includes more casual events in the Rathskeller at Memorial Union. Ms. Lang also mentioned that in addition to the casual events, there will be two more expensive shows per semester in Shannon Hall.</p>	
<p><b>Approval of WUD Goals</b></p>	<p>Philip Ostrov, VP for Internal Relations, presented the WUD goals:</p> <ul style="list-style-type: none"> <li>• Foster a stronger sense of community.</li> <li>• Heighten the awareness of WUD through the Wisconsin experience and development of student leaders.</li> <li>• Continually strive to create inclusive and positive programming that reflects diverse community.</li> </ul> <p>Mr. Ostrov made a <b>MOTION</b> to <b>APPROVE</b> the WUD goals. Will Lipske <b>SECONDED</b> the <b>MOTION</b>. <b>No oppositions. No abstentions.</b></p>	<p><b>Motion Passed</b></p>
<p><b>Goals for Each Committee</b></p>	<p>Philip Ostrov highlighted the goals for each committee:</p> <p><b>Art:</b></p> <ul style="list-style-type: none"> <li>• Question: How can they be more responsive in social issues?</li> <li>• Need to contact a broader panel from students with various backgrounds.</li> </ul> <p><b>Alternative Breaks:</b></p> <ul style="list-style-type: none"> <li>• Accomplish equal amount of training and understanding by including social and environmental awareness.</li> <li>• Market that Alternative Breaks trips don't end with a trip but should be a lifelong experience.</li> </ul> <p><b>Distinguished Lecture Series:</b></p>	

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	<ul style="list-style-type: none"> <li>• Speaker series needs to be at least a few days of events with each speaker to establish communication.</li> </ul> <p><b>Film:</b></p> <ul style="list-style-type: none"> <li>• Form a collaboration subcommittee to reach out to all student organizations and discuss the Marquee Theater.</li> <li>• Emphasize that any student has connection to this.</li> </ul> <p><b>Global Connections:</b></p> <ul style="list-style-type: none"> <li>• Next event will be pumpkin carving.</li> <li>• Created a \$5000 grant that other multicultural students can apply for.</li> </ul> <p><b>Hoofers:</b></p> <ul style="list-style-type: none"> <li>• All members have same safety training and skills needed for each trip.</li> </ul> <p><b>Performing Arts:</b></p> <ul style="list-style-type: none"> <li>• Conduct a survey on how to attract a more diverse group.</li> </ul> <p><b>Publications:</b></p> <ul style="list-style-type: none"> <li>• Looking to appeal to socioeconomic diversity.</li> </ul> <p><b>Society and Politics:</b></p> <ul style="list-style-type: none"> <li>• Quality over quantity.</li> <li>• Double checking that each program is put on well and facilitated to present the union.</li> </ul> <p>Goals will be evaluated at the next Union Council Meeting.</p>	
<b>Revelry Update</b>	<p>Jack Comeau presented the Revelry update. It has been successful the past three years. Mr. Comeau stated that roughly \$25,000 is set aside for Revelry and in total it is about a \$200,000 production. Jack Comeau and the Revelry staff are in contact with Frank Productions to help keep Revelry afloat. Frank Productions will take the lead on Revelry this year. Mr. Comeau also mentioned his concerns on whether or not Revelry will be able to survive and suggests options such as working with Frank Productions, using the \$25,000 or cancelling Revelry all together. Mr. Comeau also announced changes in the way Revelry will be run this year. The event will no longer be planned, led, and organized by students but rather from outside professionals such as Frank Productions. Along with these changes, there is hesitation to call it Revelry again. The name will be finalized in the coming weeks along with the date of the event. Mr. Comeau is working with the committee's money solely to underwrite student ticket costs in order to keep the student tickets affordable. The goal of Revelry this year is to stress student leadership by giving input to professional help by shadowing or assisting in all efforts.</p>	
<b>Monthly Financial Update</b>	<p>Jane Oberdorf, Acting Treasurer, gave the financial update for August 2015. Ms. Oberdorf stated that currently we are in the black by \$843,921 and we budgeted to be \$614,814 in the black, which is a favorable balance of a little over \$200,000. We budgeted for a deficit of a little less than \$200,000 in fiscal year 15-16 because of the construction. Ms. Oberdorf said that there will be a cushion going into September 1 because July and August were good Terrace months. Union South Catering, CESO and the Hotel did very well and have done better from a revenue perspective. On the expense side, Support Services expenses in Facilities were less than budgeted because there are positions vacant due to the construction. Peter Lipton expressed concern that a lot of positions are not being filled. Ms. Oberdorf hopes</p>	

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<p><b>Facilities Policy Changes</b></p>	<p>that the positions will be filled when the construction is finished at Memorial Union and it is up and running again.</p> <p>Khea Yashadhana, Chair of the Facilities Sub-Committee, stated that at their last meeting they drafted updates to outdated Policy FM1-6 and accompanying Procedure FM1-5b.</p> <p>Ms. Yashadhana made a <b>MOTION to Approve</b> the following changes to Policy FM 1-6 (Distribution of Free print) and Procedure FM 1-5b (Time, Place, and Manner of Publications) as follows:</p> <p><u>Policy FM 1-6 (Distribution of Free print)</u></p> <p>“As a public forum, The Wisconsin Union recognizes its obligation to accommodate the distribution of printed material dropped off and available free of charge at either <del>the</del> Memorial Union or Union South. The provisions of this policy are not intended to apply to the distribution of printed material by organizations and persons who have been otherwise authorized to distribute materials at attended tables and booths.</p> <p>The general distribution of printed material in Memorial Union and Union South is restricted to locations and times specified for such safe and orderly distribution by the Assistant Director-Facilities with approval of the Facilities Committee - Memorial Union: <del>Commons</del> West Lobby (racks provided) and Union South: <del>Maine Lounge-Sun Garden</del> (racks provided). <del>Wisconsin Union Directorate Publications Committee has a specific rack in a defined space in Prairie Fire exclusively dedicated to their materials.</del> Distribution of printed material may not interfere with the regular course of University or Union business, meetings or events.</p> <p>In order to accommodate the many free publications available for pick up in <del>the</del> Memorial Union and Union South, the following guidelines will be implemented:</p> <p style="padding-left: 40px;">For purposes of this policy the term “printed material” means newspapers, magazines, periodicals, newsletters and like matter.</p> <p style="padding-left: 40px;">Dated, free literature may be dropped off in quantities reasonable for distribution from that date until the succeeding issue (30-day maximum). Upon delivery of the new issue, all remaining copies of the old/previous issue are to be removed by the supplier.</p> <p style="padding-left: 40px;">Undated literature may be dropped off in quantities suitable for 7-day distribution. Any excess material remaining after 7 days will be recycled.</p> <p><b>APPEALS POLICY</b></p> <p>Denial of permission to distribute under this policy by the Assistant Director-Facilities may be appealed to the Space and Operations Committee by the organization or persons requesting permission to deposit the printed material. The request for review must be submitted in writing to the committee within ten (10) days of the denial”.</p>	
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<p><u>Procedure FM 1-5b (Time, Place, and Manner of Publications)</u></p> <p>“In accordance with Wisconsin Union Policy FM1-5, the Wisconsin Union recognizes its obligation to accommodate the distribution of free newspapers and magazines dropped off and available free of charge at Union facilities. This procedure states the time, place and manner of the distribution of these materials.</p> <p>Literature Tables: This procedure does not apply to groups or individuals who have reserved a literature table or distributing material within their reserved meeting room [see Wisconsin Union Procedure FM3-3]. Also, this Procedure does not cover persons who physically hand out publications to patrons [see Wisconsin Union Procedure FM1-5a].</p> <p><b>For purposes of this procedure, the term “publications” means newspapers, magazines, periodicals, newsletters, and like matter which contain news, stories, and other literary articles. All publications must be free of charge.</b></p> <p>To ensure safe and orderly distribution, general distribution of free publications is allowed only in locations and times specified by the Assistant Director-Facilities.</p> <p><b>Free publications may only be distributed in racks supplied by the Union. <del>In general, private racks are not allowed.</del></b></p> <p><b><del>At Union South, racks are on a first come, first served.</del></b></p> <p><b><del>At Memorial Union, the The Wisconsin Union</del> will assign the most visible rack spaces, and label the spaces accordingly. UW-Madison daily campus newspapers (i.e. The Badger Herald and The Daily Cardinal) are given <del>the highest higher</del> priority for rack space assignment., <del>so they will be assigned rack space under the main TITU case in the Commons Lobby.</del> The remaining high visible rack spaces, and number of rack spaces, will be allotted to the publications with the highest circulation in Wisconsin Union buildings. Circulation will be reviewed annually. Rack spaces not assigned by the Wisconsin Union will be first come, first served.</b></p> <p>Dated, free publications may be dropped off in quantities reasonable for distribution from that date until the succeeding issue with a 30-day maximum. Upon delivery of the new issue, all remaining copies of the old/previous issue are to be removed by the supplier.</p> <p>Undated, free publications may be dropped off in quantities suitable for 7-day distribution. Any excess material remaining after 7 days will be recycled by the Union.</p> <p>Changes and appeals to this Procedure are approved by the Assistant Director-Facilities.”</p> <p>Ms. Yashadhana <b>made a Motion to Amend</b> Policy FM1-6 to include the Hamel Browsing Library at Memorial Union as a distribution location for Wisconsin Union only publications. Mr. Comeau called the question on the amendment. Madison Laning Seconded. All in favor. <b>None opposed. No abstentions. Motion Passed.</b></p>	<p><b>Motion Passed</b></p>
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	<p>Mr. Comeau then called the question on the original motion. All in favor none opposed. <b>All approved. None opposed. No abstentions. Motion passed.</b></p>	<b>Motion Passed</b>
<b>Hoofers Problem Statement</b>	<p>Philip Ostrov, VP for Internal Relations, addressed that the Hoofers have been having issues with how they have fit in with the Union. The goal is to develop a team in order to study how they fit together. The Hoofers Committee will look to have recommendations on how to improve this problem by the December Union Council meeting. Anna Tolle and Susan Dibbell will be in on the study committee. Susan Dibell will be looking to see if Hoofers can be considered under Directorate.</p>	
<b>Riding Club Update</b>	<p>Anna Tolle, Riding Club President, gave an update on September finances. Ms. Tolle reviewed the preliminary report:</p> <ul style="list-style-type: none"> <li>• \$7000 in refund checks that will be prorated through the year</li> <li>• September is still lower than in the last couple of fiscal years.</li> <li>• During the month of September, the committee dealt with restricted horse use, and there was not enough instructors because of the high demand for beginner level classes and not enough horses or teachers to fill the request.</li> </ul> <p>Ms. Tolle mentioned that some horses were out due to injury and the Riding Club couldn't function at full capacity. The Riding Club is looking at October more optimistically. Looking towards ways to work with live animals and find solutions to situations that seem unpredictable such as hiring a new assistant manager.</p> <p>Ms. Tolle stated that there are 17 club horses and 10 boarders. The stable has a 40 stall capacity. The club is unable to operate at full capacity at the moment.</p> <p>Budget information:</p> <ul style="list-style-type: none"> <li>• \$350,000-\$400.000 per year.</li> <li>• Fundraiser and end- of- year event will be open to Hoofers Community and will bring in profits.</li> </ul> <p>Ms. Tolle hopes to see improvements within the Riding Club.</p> <p>Jack Comeau made a <b>motion to adjourn the meeting. Seconded. None Opposed.</b> The meeting was <b>Adjourned</b> at 7:32 p.m.</p>	<b>Meeting Adjourned</b>

**HOOFER SKI AND SNOWBOARD CLUB**  
**PARTICIPANT RESPONSIBILITY AGREEMENT FORM**

**HOOFER ALCOHOL POLICY:**

- Hoofers Ski and Snowboard Club is an extension of the Wisconsin Union and University of Wisconsin-Madison and must abide by all Federal, State, Local, UW-Madison, Wisconsin Union, and Wisconsin Hoofers laws and policies. This includes the possession and consumption of alcoholic beverages. As per UWS 18.09(1), Wisconsin Administrative Code prohibits the use or possession of alcoholic beverages at all university events regardless of location, except as specifically permitted by institutional regulations.
- Any event sponsored by Hoofers Ski and Snowboard Club will abide by these policies, including, but not limited to, checking IDs, providing wristbands, and/or restricting the consumption of alcoholic beverages. The campus-wide alcohol policy will be enforced beyond university property and throughout the trip. Even if an event takes place in buildings or locations where the University does not own or lease the space used, the policy extends to the areas for the period of time used by representatives of the University for the event.
- The legal drinking age in Wisconsin and any state we will be traveling through is 21. People under the age of 21 are not permitted, BY LAW, to possess or consume alcoholic beverages. It is also forbidden by law for anyone to provide for or assist an underage person in obtaining alcoholic beverages. The minimum drinking age will be enforced at all times.
- Alcohol is not allowed on the bus. As per point E.3. in the campus-wide alcohol policy, "alcohol beverages may not be carried onto facilities under the control of the Wisconsin Union, except as permitted by its Director." The policy extends to all modes of transportation used for a University event where the University controls the arrangements for the transportation used. This covers automobiles, vans, trucks, boats or any other vehicle that requires operation by a person or persons. In short, alcohol will not be permitted on the bus to or from the destination.
- Absolutely do NOT consume alcoholic beverages prior to or while skiing or snowboarding.
- If a problem with alcohol use develops, Hooper leaders/agents have the right and responsibility to confiscate any and all alcohol. Being a Registered Student Organization, Hoofers holds the right and responsibility to report any student who causes problems of any nature to the Dean of Students. Hoofers has the right and responsibility to actively control any situation including those involving alcohol.
- REMEMBER: THE CAMPUS-WIDE ALCOHOL POLICY APPLIES TO ALL UNIVERSITY EVENTS, INCLUDING THOSE IN OTHER CITIES AND STATES. STATE AND FEDERAL RULES AND LAWS PERTAINING TO ALCOHOL AND DRUG USE DO NOT CHANGE WHEN YOU PARTICIPATE IN A HOOFER ACTIVITY. IF IT IS ILLEGAL IN WISCONSIN, IT IS ILLEGAL IN OTHER STATES.

**HOOFER DAMAGE LIABILITY POLICY:**

- Participants are personally responsible for paying for any damages and/or incidental charges incurred on the trip. Incidental charges can include, but not limited to, charges for smoking in rooms, hot tub/pool damage, burns or stains in carpet, holes in walls, theft, excessive housecleaning expenses, and long distance phone calls.
- Participants are personally responsible for charges incurred from improper behavior which may include but is not limited to being arrested, ticketed, damaging property, or having to find alternate arrangements for transportation/lodging for the remainder of the trip.

**University/Hoofers Consequences of violating this agreement may include but are not limited to:**

- A follow-up of your actions by UW-Madison and Hoofers (which may include suspension from the club)
- Being reported to the Dean of Students Office
- Academic suspension
- Holds on academic records and class registration on account of unpaid debts
- Being suspended from the trip and having to make your own arrangements home.

I, \_\_\_\_\_, here-by acknowledge that I have been informed of the above listed  
(Please Print Name Here)

Participant Responsibility Agreement and understand its importance and implications. I further understand that while on a Hooper Ski and Snowboard trip or while participating in the Hooper Ski and Snowboard organization I am subject to reasonable enforcement of the policy by the leaders of the trip and/or the officers of the Hooper Ski and Snowboard Club or by Hooper Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

CLUB SPONSOR: Hooper Ski and Snowboard Club

TRIP NAME: Big Sky 2016

TRIP CONTRACT #: \_\_\_\_\_



**Wisconsin Union Policy SE5-0**  
**Hoofers General Constitution and Bylaws**

**BYLAWS TO THE CONSTITUTION OF THE WISCONSIN HOOFERS**

Approved by Hooper Council April 27, 2009; November 16, 2009; March 24, 2014; May 4<sup>th</sup>, 2015

**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 voting members of Hooper Council shall by virtue of their office be entitled to join all of the affiliated clubs each for the price of the general activity fee.
- Section 2. The Hooper advisor(s) shall be ex-officio non-voting member(s) of Hooper 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 Hooper Council President.
- Section 4. Yearly honorary memberships in Hoofers may be granted by a majority of Hooper Council.

**Article II – Composition and Governance of Hooper Council**

- Section 1. A quorum of Hooper Council shall consist of a majority of the voting members of the entire Hooper Council.
- Section 2. Hooper Council shall consist of Hooper Council Executives, Hooper Council Chairpersons, Club Representatives, and non-voting members.
- Section 3. Hooper Council Executives, consisting of the President, the Vice-President of Outreach, the Vice-President of Marketing, the Vice-President of Finance, 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 Hooper Council, and set the next Hooper Council agenda.
- Section 4. Hooper Council Chairpersons shall be the chairs of Hooper 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 Hooper Council will be listed on the official Hooper website and on file in the Outdoor UW Office.

*Last Date of Review:*

*Next Required Review Date:*

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**Wisconsin Union Policy SE5-0**  
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- Section 5. Each affiliated club shall appoint either the club president/commodore or vice president/vice commodore as a permanent representative to Hoofers Council. The president of each affiliated club shall submit to the Hoofers Council President a list of alternate representatives, or she/he may authorize a substitute with voting power by notifying the Hoofers Council President prior to the meeting at which the substitute will sit on Hoofers Council.
- Section 6. Non-voting members of Hoofers Council are selected by Presidential appointment and approved by a Hoofers Council simple majority. Non-voting members are required to attend at least two Hoofers Council meetings per semester. Current non-voting members of Hoofers Council and position descriptions shall be listed on the official Hoofers website and on file in the M:Drive or in the Outdoor UW office.
- Section 7. Duties of Hoofers Council members shall be listed and described in the current position description of each position. Current position descriptions for all Hoofers Council positions shall be filed with the Outdoor UW Office at the Wisconsin Union and shall be available on the Hoofers website. Position descriptions may only be adopted or changed by a majority vote of the voting members of the entire Hoofers Council.
- Section 8. Hoofers shall be governed by common etiquette and respect as well as any rules adopted by Hoofers 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 Hoofers Council members are permitted to vote on specific issues by an emailed or written absentee ballot submitted to the Hoofers Council President prior to the vote.

**Article III – Selection and Turnover of Hoofers Council**

- Section 1. No later than the last week of February, the Hoofers Council Vice President of Administration, who shall act as the Hoofers Council Election Commissioner, shall make known to the general membership of Hoofers the availability of Hoofers 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 some one to fulfill that role.

*Last Date of Review:*

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Wisconsin Union Policy SE5-0  
Hoofers General Constitution and Bylaws

Section 2. Selection procedure for new Hooper Council Executives:

- a. No later than the first Hooper Council meeting of March, current Hooper Council Executives shall set up a timetable for election procedures that shall provide for the following:
  - 1) The new Hooper Council Executives shall be named no later than the end of the 1<sup>st</sup> week of April.
  - 2) Nominations shall open at least one week after the notification of the general membership of Hoofers of the availability of Hooper Council positions for the coming year.
  - 3) Nominations shall remain open for at least one full week.
  - 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 Hooper 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 Hooper 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. The ballot box shall at all times be under the supervision of individuals approved by Hooper Council. Election security shall be the responsibility of the Hooper Council elections commissioner.
- c. 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.
- d. Write-in votes are permitted.
- e. Votes may be submitted via email to a person designated by Hooper 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.
- f. Each current member of Hoofers shall be allowed one vote regardless of how many affiliated clubs of which he/she is a member.
- g. 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

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## Wisconsin Union Policy SE5-0

### Hoofer General Constitution and Bylaws

candidate shall be given to the voter's next choice. This shall be repeated until one candidate has a majority of the vote.

- h. At least three (3) designees of Hoofer Council shall count the ballots in the presence of at least one of the Hoofer 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 Hoofer Council shall decide how the winner will be chosen and post his/her name within three days after the meeting of Hoofer Council.

#### Section 4. Selection procedures for Hoofer Council Chairpersons

- a. The Hoofer Council Chairpersons (as defined in Article II Section 4 of these bylaws) shall be selected by the newly elected Hoofer Council Executives.
- b. Applications for Hoofer Council Chairperson positions shall be due no later than one week after the announcement of the new Hoofer Council Executives.
- c. The newly elected Hoofer Council Executives shall select the Hoofer 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 (Hoofer 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 Hoofer Council meeting in April; vacancies may be left open at the discretion of Hoofer Council Executives until a suitable candidate for a position is found.
- e. Each of the selections for Hoofer Council Chairpersons shall be approved by a majority vote of the voting members of the entire sitting council.

#### Section 5. Implementation procedures

- 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

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the entire Hoofers 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 Hoofers 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 Hoofers Council may be removed by a three-fourths vote of the voting members of the entire Hoofers Council, exclusive of the member whose removal is being voted on and any vacancies.
- c. Non-voting members of Hoofers Council may be removed by a two-thirds vote of the voting members present.
- d. No recall vote of a member of Hoofers Council is valid unless the member has been notified and a recall notice has been posted via all commonly used channels of announcing Hoofers 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 Hoofers 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 Hoofers Council may be removed by a majority vote of Hoofers Council.

**Article IV – Tasks and Powers of Hoofers Council**

- Section 1.** Hoofers Council shall have the authority to make any decision regarding Hoofers that is not expressly denied by the Hoofers Constitution, these bylaws, the policies of Hoofers, or any superseding organization.
- Section 2.** The Hoofers Council Executives shall, in the absence of Hoofers 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 Hoofers Council. Any Commodore with a hyphenated surname will have the authority to officially knight any Hoofers member.
- Section 3.** Hoofers Council shall maintain a record of its rules in the Hoofers Standing Rules maintained by the Hoofers Council Vice-President of Administration on the official website of Hoofers Council and filed in the Outdoor UW Office.

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**Article V – Affiliated Clubs**

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

**Article VI – Finance Committee and Financial Procedures**

- Section 1. There shall be a subcommittee of Hooper 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 Hooper Council President, and shall be chaired by the Hooper Council Vice President of Finance.
- Section 3. Each February, the Hooper Council Finance Committee shall review the Hooper Council budget and the budgets of the affiliated clubs before submitting them to Hooper Council as directed by Hooper 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 Hooper Council.

**Article VII – Hooper 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 or more undergraduate credits, or
  - Enrolled in three or more graduate credits, or
  - 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 clubs' governing board voting positions shall be held by

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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 – Hooper 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 Hooper Leaders**

In recognition of the fact that many Hooper leaders also hold paid positions within their club, it is expressly allowed that paid Hooper 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 Hooper 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, Hooper voting bodies can vote electronically for all matters, excluding all Hooper 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 as separate minutes.

**Article XI – Making an Official Appeal to Hooper Council**

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

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

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

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

- The Hoofers Council President will notify appropriate respondent(s) and provide a copy of the request for appeal.
- The Hoofers Council President will set a response deadline for the respondent.
- By the deadline the respondent(s) will submit electronically to the Hoofers Council President their response to the request for appeal.
- Once an official request and response is submitted a decision will be rendered by the Hoofers 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 Hoofers Council**

Section 1. The Hoofers 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 Hoofers Council can ask questions. The time is set by President.
5. After questions, discussion is limited only to voting members of Hoofers Council, and as requested for the Hoofers Council Advisor, who serves ex-officio.
6. Hoofers Council votes.

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Section 2. Appeals in Hooper Council automatically reserve the right of either the Hooper Council President or any voting member's request (confirmation by simple majority of Hooper 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 Hooper member.

### **Article XIII – Hooper Behavioral Accountability**

#### **Section 1: Procedure Goal**

To provide guidelines under which Hooper Officials may take corrective disciplinary actions relating to the behaviors, actions, or conduct of Hooper 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 Hooper behavioral standards.

#### **Preliminary Process**

When a concern or complaint about specific behavior(s), action(s), or conduct of a Hooper member is brought forth by an affected individual or by an eye witness, the relevant club president, the Hooper 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 Hooper 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.
- 

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- **Information provided indicates that a club-specific rule or protocol was broken**, but not the Hooper 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 Hooper 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 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.

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- 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 conduct board came to is incorrect, biased, or unfair. The Hooper Council President and Outdoor Recreation Director may choose to hold another hearing or uphold the initial decision.

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## **HOOFERS ALCOHOL POLICY:**

- Hoofers Ski and Snowboard Club is an extension of the Wisconsin Union and University of Wisconsin-Madison and must abide by all Federal, State, Local, UW-Madison, Wisconsin Union, and Wisconsin Hoofers laws and policies. This includes the possession and consumption of alcoholic beverages. As per UWS 18.09(1), Wisconsin Administrative Code prohibits the use or possession of alcoholic beverages at all university events regardless of location, except as specifically permitted by institutional regulations.
- Any event sponsored by Hoofers Ski and Snowboard Club will abide by these policies, including, but not limited to, checking IDs, providing wristbands, and/or restricting the consumption of alcoholic beverages. The campus-wide alcohol policy will be enforced beyond university property and throughout the trip. Even if an event takes place in buildings or locations where the University does not own or lease the space used, the policy extends to the areas for the period of time used by representatives of the University for the event.
- The legal drinking age in Wisconsin and any state we will be traveling through is 21. People under the age of 21 are not permitted, BY LAW, to possess or consume alcoholic beverages. It is also forbidden by law for anyone to provide for or assist an underage person in obtaining alcoholic beverages. The minimum drinking age will be enforced at all times.
- Alcohol is not allowed on the bus. As per point E.3. in the campus-wide alcohol policy, "alcohol beverages may not be carried onto facilities under the control of the Wisconsin Union, except as permitted by its Director." The policy extends to all modes of transportation used for a University event where the University controls the arrangements for the transportation used. This covers automobiles, vans, trucks, boats or any other vehicle that requires operation by a person or persons. In short, alcohol will not be permitted on the bus to or from the destination.
- Absolutely do NOT consume alcoholic beverages prior to or while skiing or snowboarding.
- If a problem with alcohol use develops, Hoofers leaders/agents have the right and responsibility to confiscate any and all alcohol. Being a Registered Student Organization, Hoofers holds the right and responsibility to report any student who causes problems of any nature to the Dean of Students. Hoofers has the right and responsibility to actively control any situation including those involving alcohol.
- REMEMBER: THE CAMPUS-WIDE ALCOHOL POLICY APPLIES TO ALL UNIVERSITY EVENTS, INCLUDING THOSE IN OTHER CITIES AND STATES. STATE AND FEDERAL RULES AND LAWS PERTAINING TO ALCOHOL AND DRUG USE DO NOT CHANGE WHEN YOU PARTICIPATE IN A HOOFER ACTIVITY. IF IT IS ILLEGAL IN WISCONSIN, IT IS ILLEGAL IN OTHER STATES.

## **IF A PROBLEM SHOULD ARISE:**

On the bus:

- Any person seen in possession of alcoholic beverages prior to loading the bus will be asked to refrain from taking the alcohol on the bus. Should anyone be in possession of unopened alcoholic beverages on the bus, it will be confiscated and placed below the bus as consumption of alcohol on the bus is strictly prohibited.
- If a person is seen consuming alcohol on the bus, it will be confiscated and disposed of at the next available location. As per federal law, the legal drinking age is 21 and Hoofers Leaders have the right to report any underage drinking problems to the University and the Dean of Students for further disciplinary action.

Should additional problems occur on the bus, the participant will not be allowed to consume alcohol at any Hoofers-sponsored events during the trip, even if over 21.

On the trip:

- A participant found to be consuming alcohol at an event where alcohol is prohibited will be subject to ejection from the event. If the person is under 21, he/she can and will be reported to the Dean of Students for further disciplinary action.
- At an event where everyone is present and alcohol is served, consumption is restricted to participants over 21. IDs will be checked and wristbands (or similar) will be handed out. If a participant under the legal drinking age is found to be in possession or consuming alcoholic beverages, he/she will be ejected from the event and reported to the Dean of Students for further disciplinary action.
- Ongoing problems will involve further consequences and may include but are not limited to:
  - Referral to the Dean of Students
  - Legal records or fines
  - UW-Madison Academic suspension or other school suspensions
  - UW-Madison holds on your academic records.
- If the police should become involved, the participant is responsible for any and all consequences, including tickets, fines, and/or arrest.
- In the most extreme cases, Hoofers Leaders retain the right to remove any participant from the trip.

## **IN SUMMARY:**

- **Do:** Enjoy the trip! Enjoy the mountains, enjoy the skiing/boarding, and enjoy the company of your fellow Hoofers. **Don't:** Get into trouble, break things (including laws), or injure yourself or others. You will be responsible for any and all consequences that may arise from your actions.
- **If you are underage:** You are encouraged to have responsible fun, but realize that you accept all consequences should problems occur. It is our job as trip leaders to make sure all actions that take place on the trip are legal. **Don't:** get intoxicated, **don't** get arrested. And lastly, **don't** call a trip leader to come bail you out for your illegal actions; we won't.
- **Do:** Have a fun time on the bus. You will be on it for 24 hours, so make the best of it. **Don't:** Trash the bus because again, you will be living on it for 24 hours. Don't trash the places we stop at. It's not easy to feed 200 hungry college kids in under an hour; we want to be respectful. Most importantly, don't drink alcohol or smoke anything on the bus.
- **Do:** Respect everyone you come into contact with, including but not limited to: fellow students, trip leaders, bus drivers, hotel staff, resort staff, stop attendants, their stuff & any property which is not yours. **Don't:** Be the one who messes things up for everyone else. You will be required to pay for and suffer the consequences of your actions.
- **Do:** Respect your condo and keep it clean. If you don't, you will pay for any damages or missing items.
- **Do:** Respect the mountain. Push yourself to improve your skiing and snowboarding ability. **Don't:** Push your limits too far. Injuries may occur, and you don't want to ruin your trip and spend your time in the

condo or worse in the hospital because you're injured. Most importantly, **DO NOT** consume alcohol or controlled substances before or while skiing or snowboarding.

- **Do:** Try to meet new people on the trip! Even if you came with friends, branch out and befriend your fellow Hoofers.
- Lastly, **Do:** Have fun! We are thrilled you signed up for a Hoofers trip and we want it to be the best trip of your life. Reach out to the trip leaders should you need anything. We are here to help and will try our best to make sure it is truly the best trip possible!

**Now go tear that mountain up!**

## Hoofers Ski and Snowboard Presentation Charge

In response to alcohol-related misconduct from the spring 2015 semester which resulted in a suspension of Hoofers Ski and Snowboard club's RSO status, the Union Council charges Hoofers Ski and Snowboard club to hold an informational presentation during the October 21, 2015 council meeting.

This presentation should include:

- Details of the training Ski and Snowboard trip leaders receive
- Details of orientation which trip attendees undergo
- Any agreements, waivers, manuals, or guidelines which Hoofers Ski and Snowboard requires trip sign or receive in order to attend a trip
- Social activities (including substance-free social activities) to occur on Hoofers Ski and Snowboard trips

The presentation should make apparent any changes to any of the previously mentioned items as a result of the 2015 Spring misconduct.

## **Officer Reports to Union Council - November**

### **Philip Ostrov - VP of Internal Relations**

- The WUD Appreciation fund has been successfully used by 4 committees already for varying uses, including:
  - T-shirt Screenprinting at Wheelhouse Studios
  - Pizza to celebrate a magazine completion
- The WUD Etiquette Dinner is this week, Tuesday Nov. 17 for Committee Directors and Club Presidents. This will be the first time these two groups of student leaders will be meeting each other for the year.
- The Hoofers structural study had its 5th meeting this week, and will be finalizing its recommendations by Monday, Nov. 23.
- The WUD Travel Grant has been awarded to various committees and clubs for the academic year.
- WUD Director, Officer, and Summer Coordinator Position Descriptions are being updated for the following year.
- The officer and director recruitment/selection process is being organized.

### **Khea Yashadhana - VP of External Relations**

- Continue updating and working with individual committee directors to promote their events and programs on the following platforms: WUD Weekly emails, large digital signs, small digital signs, social media, physical signage (e.g. in the cubby near the Stiftskeller)
- Chaired second Facilities Subcommittee meeting, this time talked about potential smoking boundaries on the new Terrace. Initial discussions about Meditation Room will be tabled until the December meeting.
- Met with Union Marketing and Mark Guthier to discuss potential uses of the Antaramian Fund to brand WUD in the new central and east wings and on the Terrace
- Serving on the Terrace Marketing and Branding team as a student voice, particularly focusing on WUD presence and ownership over several marketing components that are to be introduced to the new Terrace
- Met with Ralph and Kelly DeHaven (UW Foundation) to discuss initial ideas about potentially reviving the Lady Liberty installation
- Met with CfLI to amend WUD's contract as sponsors of the Student Organization Fair

### **Tyler O'Connell - VP of Development**

- Met or will meet with each committee director to discuss their spending to date and what they project going forward. I will then use this information to guide the budget requests for WUD next year.
- Attended a Diversity Forum event regarding the broken cycle of opportunity in regards to racial disparities within the Madison area.
- Approved committee's budgetary requests for programming.



- Followed up with Directors that have not been submitting budgets.
- Presented and approved Late Night Grant budget requests to WUD Executives and followed up with each respective group.
- Started the creation of a centralized document for all grants across campus available to WUD.
- Coordinated and chaired a Program & Leadership Development Subcommittee meeting on the Hoofers Riding club, Alternative Breaks study, and Hoofers Study.
- Reviewed my Position Description for amendments.

### **Jack Comeau - President**

- Chaired WUD weekly meetings, continued to support committee directors and Hoofers Council President with programming and other issues as they arose.
- Chaired WUD Exec weekly meetings, began supplementing normal 1hr/week with an additional Sunday meeting.
- Chaired Union Council Exec.
- Chaired the Union Council Administration Subcommittee - working on student involvement in academic staff hiring policy, moving on to student wages and FY17 budget.
- Chaired Union Council Alt Breaks Study Subcommittee, though the current Alt Breaks director Alex is assuming many responsibilities of the role and deserves credit for doing so. Have nonetheless participated in the study offering advice in regards to program structure.
- Attended weekly Leadership Team meetings, providing student voice to operational issues such as alcohol policies.
- Continued meeting with UWPD and the Dean of Students office in regards to their opposition of Revelry 2016.
- Began working with a WUD committee Associate Director, Swetha Saseedhar, to program an event supported by MUBA featuring a prominent UW alumni. We're in the phase of reaching out to high-profile alumni through our existing connections.
- Continued to meet regularly with my advisors, Assistant Director of Program and Leadership Susan Dibbell and Wisconsin Union Director Mark Guthier.
- Working on a kick-off event for Fall 2016, currently deemed "Party for Pete" involving programming on the part of multiple committees during labor day weekend.
- Participated on the Deputy Director search and screen committee, reviewing resumes and holding skype interviews for the applicants with the top resumes.
- Attended a Student Employee Advisory Group meeting to hear issues facing student workers.

# TRIP CONTRACT

## Contract # \_\_\_\_\_

SnS Trip Contract Approved [ ] Date: \_\_\_\_\_

TRIP NAME: **Big Sky, MT**

TRIP DATE: **January 7<sup>th</sup>-15<sup>th</sup>**

COST OF TRIP: **Bus \$695 Land \$495**

**PLEASE PRINT CLEARLY!**

**Please circle: BUS / LAND**

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Street

City

State

Zip

**Phone numbers where you can be reached:** \_\_\_\_\_ / \_\_\_\_\_

**Student ID # or Union Membership #** \_\_\_\_\_ **T-Shirt Size:** \_\_\_\_\_ **SnS Member Y/N**

**Emergency Contact Info:** Name of Emergency Contact \_\_\_\_\_ relation \_\_\_\_\_

Phone # of Emergency Contact: day phone \_\_\_\_\_ night phone: \_\_\_\_\_

\*\*\*\*\* **DEPOSIT PAYMENT SECTION** \*\*\*\*\*

**Payment Form:** \_\_\_\_\_ check: check # \_\_\_\_\_

\_\_\_\_\_ cash: \$ \_\_\_\_\_

\_\_\_\_\_ credit card

**Amount of Deposit Payment:** \_\_\_\_\_ **Date of Deposit Payment:** \_\_\_\_\_

**Full Printed Name of Staff who processed payment:** \_\_\_\_\_

**Traveler's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\* **FINAL PAYMENT SECTION** \*\*\*\*\*

**Trip Name:** Big Sky **Trip Date:** 1/7-1/15 **Cost:** Bus \$695 Land \$495 **Final Payment** is due on/before Wednesday, Nov 25th

**Payment Form:** \_\_\_\_\_ check: check # \_\_\_\_\_

\_\_\_\_\_ cash: \$ \_\_\_\_\_

\_\_\_\_\_ credit card:

**Amount of Final Payment:** \_\_\_\_\_ **Date of Final Payment:** \_\_\_\_\_

**Full Printed Name of Staff who processed payment:** \_\_\_\_\_ **POS** \_\_\_\_\_

☐ I have completed a current Hooper Ski & Snowboard Club Membership Form

☐ I am 18 years of age or older

### TRIP POLICIES

-Trip fees cover transportation to/from the destination, lodging at the destination, and lift tickets at the destination ONLY. All other costs related to the trip are the responsibility of the traveler. The traveler is completely liable for all charges incurred in the event of trip cancellation under the terms of the Cancellation Policy, below, as well as all medical costs.

-The Hooper Ski and Snowboard Club reserves the right to make any changes in the trip policies, prices, transportation, lodging or any other trip component without notice.


-The Hooper Ski and Snowboard Club does not condone any illegal activity at any club-sponsored event.

-Attendance of "Pre-Trip Meeting" on specified date is **MANDATORY**.

-The Hooper Ski and Snowboard Club Leaders reserve the right in its sole discretion to eject any traveler without refund in the event that the traveler appears to be under the influence of illegal drugs during the trip or causes unusual or undue problems. Prior adverse behavior, or multiple instances of canceling trip reservations without a valid medical or family emergency situation, can lead to exclusion from future trips.

**CANCELLATION POLICY:** If for any reason a person wishes to cancel this contract, she/he must immediately contact and submit in writing to the trip leaders or the Hooper Office in the Memorial Union. Cancellation requests must indicate the reason for canceling, and must be received at least 7 business days prior to the trip departure for Western trips, and 48 hours prior to the trip departure for weekend trips other than trips for which there is no fee to participate. **No refunds for cancellation will be made** unless there is someone willing and financially able to replace the person canceling. Cancellation refund requests will be considered in the order received. If a refund is issued, a processing charge not to exceed 15% of the total trip will be deducted from the refund amount and retained by the Hooper Ski and Snowboard Club. Refund transactions will be processed within 4 weeks of the return of the trip. NO refunds of Hooper Ski and Snowboard Club membership fees or Hooper Council fees will be made.

I agree to these policies:

**Traveler Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ 

White copy: Outdoor Programs Office

Yellow Copy: customer 1<sup>st</sup> payment

1/30/15

# Assumption of Risk and Liability Release

I, \_\_\_\_\_, desire to participate voluntarily in recreational activities of the Hooper Ski and Snowboard Club.

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT THE UW'S RISK MANAGEMENT OFFICE AT (608) 262-0375.

## Assumption of Risks:

I understand that the HOOFER SKI AND SNOWBOARD CLUB ACTIVITIES ARE INHERENTLY DANGEROUS. I affirm that I am voluntarily participating in the HOOFER SKI AND SNOWBOARD CLUB, **and I know, understand and appreciate that skiing and snowboarding are hazardous action sports and that there are inherent risks** which can cause death by falling, hypothermia, decapitation, and other causes not limited by this listing, and I acknowledge that permanent disfigurement and disability can result from skiing and snowboarding due to broken bones, lacerations, contusions, and skin puncture. I further attest and verify that I am physically fit to withstand the rigors of the activities I will participate in and will only participate in activities that are within my ability. I understand that I need to dress accordingly for the conditions. **I also understand that the Wisconsin Hoofers does NOT provide any kind of medical coverage or liability insurance for me.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Hold Harmless, Indemnity and Release:

In consideration for any and all privileges made available to me by the Hooper Ski and Snowboard Club, I, for myself, my family, my heirs or assigns, do hereby agree to hold harmless and indemnify **the Board of Regents of the University of Wisconsin System, the Memorial Union Building Association, the Wisconsin Union Hoofers, their employees, officers or members, from any and all liability for damages to or loss of personal property, loss of money, sickness, injury, and even death**, which might occur while participating in Hooper Ski and Snowboard Club activities, (including travel to and from the various trip and program destinations), using the facilities or in engaging in any activities incidental thereto, in present or future participation, wherever or however the same may occur, **which result from the ordinary negligence** of the Board of Regents of the University of Wisconsin system, the Wisconsin Union, the Wisconsin Hoofers or a subgroup thereof, its employees, officers or members.

**I understand that by signing my name here I am releasing claims and giving up substantial rights, including my right to sue.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Alcohol Policies**

The sale and service of alcoholic beverages on campus is governed by Federal laws, Wisconsin Statutes, University of Wisconsin System Administrative Codes, and UW-Madison regulations. The following is only a general guide for student organizations, not a complete, exhaustive list of laws, rules, and regulations. Please visit the [University's website](#) for University more information on alcohol policies and how they affect students.

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### **University of Wisconsin-Madison Registered Student Organization Alcohol Policy (SOAP)**

[April 25, 2014]

**Any Registered Student Organization event with alcohol must abide by the following policies:**

1. An appropriate selection and quantity of non-alcoholic beverages and food must be available.
2. If event attendees are anticipated to include individuals below the minimum legal drinking age, then procedures must be in place to prevent consumption of alcoholic beverages by these individuals. Minimum requirements include:
  - a. Sober monitors and servers must request an ID from any guest who appears to be age 30 or younger before providing them with alcohol and upon event entry.
  - b. Alcohol is dispensed in a designated area for attendees at or above the minimum legal drinking age. This includes alcohol brought by event attendees.
  - c. The organization will provide attendees with a wristband to indicate that the guest is at or above the minimum legal drinking age.
3. At any event where the consumption of alcohol is allowed, each sponsoring organization must provide a minimum of two sober monitors for up to 50 total attendees. One additional sober monitor from each sponsoring organization must be provided for every additional 25 attendees.
  - a. The sober monitor shall refrain from the consumption of alcohol until the time that the monitor has completed serving in this capacity.
  - b. Half (50%) of the sober monitors from each sponsoring organization must be in an officer/executive position or have been a member for over one academic year.
  - c. At least one sober monitor from each sponsoring organization must be at or above the minimum legal drinking age.
  - d. The Sober Monitor's duties shall be:

- i. to be present at all times during which alcoholic beverages are served or consumed;
    - ii. to ensure that the Registered Student Organization Alcohol Policy is observed by all persons in attendance at the event;
    - iii. to ensure that inebriated persons do not consume alcoholic beverages;
    - iv. to maintain or ensure control of alcoholic beverages at all times to prevent unauthorized consumption and ensure alcoholic beverages are properly secured at the conclusion of the event; and
    - v. to ensure that individuals below the minimum legal drinking age do not consume alcoholic beverages.
  - e. All sober monitors must have completed the online sober monitor training program within the previous calendar year prior to serving as a sober monitor. Follow the link to the [Responsible RSO Sober Monitor Alcohol Training](#) to enroll in the online course. Please make sure to not only watch the video but also complete the quiz with a passing grade.
4. Total attendees at any given time may not exceed the fire code capacity of the venue or the requisite supplied number of sober monitors.

**Any Registered Student Organization event with alcohol not held at a venue with an alcohol license must abide by the following additional policy:** Alcoholic beverages present at the event are limited to beer (fermented malt beverages) and wine. Common sources of alcohol such as kegs, bowls, barrels, boxed wine, etc. are not permitted.

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*Note: The following sections are not policy. These are recommendations provided to Registered Student Organizations in the Student Organization Resource and Policy Guide.*

### **Responsibly Managing Parties with Alcohol**

Note: some of the following may be required by your governing council (i.e. Interfraternity Council) or departmental sponsor (i.e. School of Pharmacy). Always be sure to check with appropriate entities to insure you fully understand policies governing your RSO. Activities where consumption of alcohol is the purpose, consequence, or reward should not occur. Drinking games and using alcohol as a reward leads to over-consumption because people drink when they win/lose not when they want to.

- **DO NOT** serve or allow consumption of alcohol at events where a majority of these students are under the minimum legal drinking age.
- **DO NOT** consume alcohol at general or executive board meetings, unless everyone is 21 or older. If alcohol is consumed, set a specific start and end time to meetings to reduce liability for incidents that occur after the meeting.

- **DO NOT** use alcohol as an incentive for participating in recruitment or as prizes in contests. Liability increases when alcohol is used as an enticement
  - **DO** ensure that if not at a 3<sup>rd</sup> party vendor, only sober monitors over the minimum legal drinking age of 21 serve as bartenders
  - **DO** make sure all members can legally attend events at a liquor licensed establishment, by definition a restaurant (less than 50% of sales are from alcohol) or holds a 18+ Center for Visual & Performing Arts license through the City of Madison.
  - **DO** use a typed guest list that includes the names of all anticipated attendees. It is recommended that this list specifically note membership in the organization and age of the attendee. Do not allow anyone to enter the event unless they were on the guest list prior to the event. This added step can assist your organization in managing the risk of having alcohol at one of your events.
- 

### **Tips on Serving Alcohol at an Event**

When deciding whether or not alcohol should be served an event consider:

- How will the consumption of alcohol contribute to the event/activity?
- Alcoholic beverages should never be the purpose or focus of an event/activity
- If there is a significant number of underage students present, it may be inappropriate to permit service and consumption of alcohol at the event
- Ways alcohol consumption could detract from the event/activity
- Containing alcohol in an isolated “beer garden” separates “of age” and “underage”
- Counters goals of collaboration and networking
- Removes opportunities to meet new people, share an interest and have fun together
- Could increase the cost of having the event/activity
- If alcohol is served, you must also offer non-alcoholic beverages and food, as required by University regulations
- Security officers may be required
- Funding sources do not include alcohol as an allowable expense, so the cost comes directly from the RSOs budget

# Hoofer Ski and Snowboard – Union Council Presentation

Response to Alcohol Related Misconduct, Spring Break Trip  
2015

# Trip Leader Training

- 2-3 meetings, 1 hour in length
- Meeting Attendance
  - Trip leaders
  - Event planners (VP Trips and Assistant VP Trips)
  - Hooper Ski and Snowboard advisor
- Information presented and discussed during these meetings is extensive, but is summarized on the next few slides



# Trip Leader Training

- General Info
  - Trip Name
  - Location
  - Dates
  - Trip Leaders
- Weather Mitigation
- Ski Hill/Grounds Mitigation
- Ticket Refunds/Policies
- Driving Mitigation

# Trip Leader Training

- Closest Hospital
- Trail Maps
- Ski Hill Contact Info
- Local Police/Non-Emergency Info
- Equipment Info
- Cellular Service Info
- Elevation Mitigation
- Participant Skill/Conditioning Expectations/Medical Disclosure

# Trip Leader Training

- Physical Risks
- Reputation Risks
- Emotional Risks
- Financial Risks
- Facilities Risks
- On-Call shift schedule
- Roles & Responsibilities of Trip Leaders

# Trip Leader Training

- Emergency Response
  - Intoxication
  - Injury
  - Illness
  - Theft/property damage
  - Sexual assault/harassment
  - Law-breaking
- Pictures of Trip Leaders & Contact Info
- Hoofer Behavioral Standards
- Itinerary

# Trip Leader Training

- How to talk with police
- Knowledge Taxonomies
- Avalanche Hazard
- Bus Breakdowns and Weather Delays
- Social Media Use
- Engagement of new SNSers and first timers as well as future trip leaders
- Navigating the lodge and signage for the group
- Bus games/ideas/etc.

# Trip Attendee Orientation

- Distribute Handouts with Trip Info including...
  - Itinerary and General Info
  - Hoofer SNS Risk Management and Education Packet \*New after Spring Break 2015\*
  - Student Organization Alcohol Policy \*New after Spring Break 2015\*
  - Hoofer Council Behavioral Conduct Procedure \*New after Spring Break 2015\*
- Introduce Trip Leaders
- Walk through Info in Handout
- Sign up for Busses and Rooms
- Final Payment

# Agreements/Waivers/Manuals

- Participants receive all documents mentioned in the trip hand out
- Participants must sign the Alcohol Waiver and the SNS Trip Contract

# Social Activities

- Social activities that have occurred during a trip include but are not limited to
  - Trip Brat Fry
  - King of the Mountain Race
  - Concerts
- Any events associated with alcohol are not planned by the club or trip leaders
- If alcohol-centric events associated with the trip are implemented in the future, they will be restricted to people 21 years of age and up and will occur at a third-party venue who is responsible for checking identification



Wisconsin Union  
Income Statement - Revenue/Expense  
Year to Date  
As of September 30, 2015

	PRIOR ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	PRIOR CS %	BUDGET CS %	CURRENT CS %	PRIOR YEAR VARIANCE	PRIOR YEAR %	BUDGET VARIANCE	BUDGET %
<b>REVENUE</b>										
Direct Operating Revenue										
Restaurants	\$3,555,882	\$3,037,427	\$3,172,096	26.6%	24.2%	25.1%	(\$383,786)	(10.8%)	\$134,669	4.4%
Markets & Cafes	1,779,747	1,689,175	1,689,798	13.3%	13.4%	13.3%	(89,949)	(5.1%)	623	0.0%
WU Catering	1,396,783	1,135,000	1,236,984	10.5%	9.0%	9.8%	(159,799)	(11.4%)	101,984	9.0%
Conf Center Catering	318,697	298,850	303,200	2.4%	2.4%	2.4%	(15,497)	(4.9%)	4,350	1.5%
Retail	662,443	628,665	659,956	5.0%	5.0%	5.2%	(2,487)	(0.4%)	31,291	5.0%
Programs	560,820	685,495	492,640	4.2%	5.5%	3.9%	(68,180)	(12.2%)	(192,855)	(28.1%)
Total Op Revenue	8,274,372	7,474,612	7,554,674	62.0%	59.5%	59.7%	(719,698)	(8.7%)	80,062	1.1%
Indirect Revenue										
Commissions	101,630	103,473	104,655	0.8%	0.8%	0.8%	3,025	3.0%	1,182	1.1%
Rentals	133,328	110,069	115,625	1.0%	0.9%	0.9%	(17,703)	(13.3%)	5,556	5.0%
Service Revenue	276,804	248,412	267,246	2.1%	2.0%	2.1%	(9,558)	(3.5%)	18,834	7.6%
Reimbursements	20,987	21,000	5,446	0.2%	0.2%	0.0%	(15,541)	(74.1%)	(15,554)	(74.1%)
Total Indirect Revenue	532,749	482,954	492,972	4.0%	3.8%	3.9%	(39,777)	(7.5%)	10,018	2.1%
Net Operating Revenue	8,807,121	7,957,566	8,047,646	66.0%	63.3%	63.6%	(759,475)	(8.6%)	90,080	1.1%
Other Revenue										
Student Segregated Fees	2,582,325	2,646,579	2,646,579	19.4%	21.1%	20.9%	64,254	2.5%		
Student Seg Fees - UBP	1,843,551	1,851,693	1,851,693	13.8%	14.7%	14.6%	8,142	0.4%		
Campus Vending	68,257	60,869	60,869	0.5%	0.5%	0.5%	(7,388)	(10.8%)		
Membership	21,572	24,676	19,185	0.2%	0.2%	0.2%	(2,387)	(11.1%)	(5,491)	(22.3%)
Investment Revenue	1,200	2,550	1,797	0.0%	0.0%	0.0%	597	49.8%	(753)	(29.5%)
Investment Rev - UBP		2,274			0.0%				(2,274)	(100.0%)
Miscellaneous	19,289	18,430	30,350	0.1%	0.1%	0.2%	11,061	57.3%	11,920	64.7%
Total Other Revenue	4,536,194	4,607,071	4,610,473	34.0%	36.7%	36.4%	74,279	1.6%	3,402	0.1%
<b>Total Revenue</b>	<b>13,343,315</b>	<b>12,564,637</b>	<b>12,658,119</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>(685,196)</b>	<b>(5.1%)</b>	<b>93,482</b>	<b>0.7%</b>
<b>EXPENSES</b>										
Cost of Goods Sold										
Food	2,858,341	2,591,064	2,624,464	21.4%	20.6%	20.7%	(233,877)	(8.2%)	33,400	1.3%
Retail Merchandise	25,116	21,847	21,848	0.2%	0.2%	0.2%	(3,268)	(13.0%)	1	0.0%
Total Cost of Goods Sold	2,883,457	2,612,911	2,646,312	21.6%	20.8%	20.9%	(237,145)	(8.2%)	33,401	1.3%
Direct Op Expenses										
Salaries, Wages, Fringes	2,277,487	2,157,189	2,022,917	17.1%	17.2%	16.0%	(254,570)	(11.2%)	(134,272)	(6.2%)
Supplies & Services	1,092,919	980,136	996,274	8.2%	7.8%	7.9%	(96,645)	(8.8%)	16,138	1.6%
Depreciation - Equipment	92,841	102,680	103,490	0.7%	0.8%	0.8%	10,649	11.5%	810	0.8%
Total Direct Op Expenses	3,463,247	3,240,005	3,122,681	26.0%	25.8%	24.7%	(340,566)	(9.8%)	(117,324)	(3.6%)
Support Services										
Salaries, Wages, Fringes	814,254	885,324	808,507	6.1%	7.0%	6.4%	(5,747)	(0.7%)	(76,817)	(8.7%)
Supplies & Services	230,017	258,603	228,329	1.7%	2.1%	1.8%	(1,688)	(0.7%)	(30,274)	(11.7%)
Depreciation - Equipment	19,304	19,107	32,938	0.1%	0.2%	0.3%	13,634	70.6%	13,831	72.4%
Total Support Services	1,063,575	1,163,034	1,069,774	8.0%	9.3%	8.5%	6,199	0.6%	(93,260)	(8.0%)

Wisconsin Union  
Income Statement - Revenue/Expense  
Year to Date  
As of September 30, 2015

	PRIOR ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	PRIOR CS %	BUDGET CS %	CURRENT CS %	PRIOR YEAR VARIANCE	PRIOR YEAR %	BUDGET VARIANCE	BUDGET %
Facilities										
Salaries, Wages, Fringes	\$1,292,710	\$1,314,937	\$1,157,630	9.7%	10.5%	9.1%	(\$135,080)	(10.4%)	(\$157,307)	(12.0%)
Supplies & Services	309,489	279,062	291,380	2.3%	2.2%	2.3%	(18,109)	(5.9%)	12,318	4.4%
Depreciation - Equipment	107,906	137,443	133,600	0.8%	1.1%	1.1%	25,694	23.8%	(3,843)	(2.8%)
Total Facilities Expenses	1,710,105	1,731,442	1,582,610	12.8%	13.8%	12.5%	(127,495)	(7.5%)	(148,832)	(8.6%)
Programs & Leadership										
Salaries, Wages, Fringes	228,932	228,099	226,346	1.7%	1.8%	1.8%	(2,586)	(1.1%)	(1,753)	(0.8%)
Supplies & Services	146,379	179,148	120,565	1.1%	1.4%	1.0%	(25,814)	(17.6%)	(58,583)	(32.7%)
Depreciation - Equipment	2,968	5,604	4,836	0.0%	0.0%	0.0%	1,868	62.9%	(768)	(13.7%)
Total Program Expenses	378,279	412,851	351,747	2.8%	3.3%	2.8%	(26,532)	(7.0%)	(61,104)	(14.8%)
Depreciation & Major Repairs/Maintenance										
Major Rprs/Mnt - Equip	3,324	3,300		0.0%	0.0%		(3,324)	(100.0%)	(3,300)	(100.0%)
Major Rprs/Mnt - Bldg	185,724	274,524	84,158	1.4%	2.2%	0.7%	(101,566)	(54.7%)	(190,366)	(69.3%)
Def Bldg Exp - UBP	499,350	(49,410)	225,114	3.7%	(0.4%)	1.8%	(274,236)	(54.9%)	274,524	(555.6%)
Depreciation - Bldg	96,480	96,480	96,481	0.7%	0.8%	0.8%	1	0.0%	1	0.0%
Total Depr & Major Repairs/	784,878	324,894	405,753	5.9%	2.6%	3.2%	(379,125)	(48.3%)	80,859	24.9%
Utilities, Taxes & Insurance										
Unemployment Compensation	4,577	3,624	513	0.0%	0.0%	0.0%	(4,064)	(88.8%)	(3,111)	(85.8%)
Worker's Compensation	19,551	19,551	19,551	0.1%	0.2%	0.2%				
Telephone	21,600	20,196	20,196	0.2%	0.2%	0.2%	(1,404)	(6.5%)		
Insurance - Property	31,200	25,704	52,800	0.2%	0.2%	0.4%	21,600	69.2%	27,096	105.4%
Heating/Cooling	32,138	33,852	28,627	0.2%	0.3%	0.2%	(3,511)	(10.9%)	(5,225)	(15.4%)
Electricity	44,457	44,763	46,051	0.3%	0.4%	0.4%	1,594	3.6%	1,288	2.9%
Water & Sewer	15,750	7,500	7,500	0.1%	0.1%	0.1%	(8,250)	(52.4%)		
Trash Removal	20,424	20,835	20,835	0.2%	0.2%	0.2%	411	2.0%		
Total Utilities, Taxes & Insur	189,697	176,025	196,073	1.4%	1.4%	1.5%	6,376	3.4%	20,048	11.4%
State/UW Assessments										
Municipal Services	23,700	24,411	27,900	0.2%	0.2%	0.2%	4,200	17.7%	3,489	14.3%
Utility Assessments	60,702	45,237	45,237	0.5%	0.4%	0.4%	(15,465)	(25.5%)		
UW Assessments	291,123	390,511	390,507	2.2%	3.1%	3.1%	99,384	34.1%	(4)	(0.0%)
Total State/UW Assessmen	375,525	460,159	463,644	2.8%	3.7%	3.7%	88,119	23.5%	3,485	0.8%
Other Expenses										
Debt Svc UBP/WU	1,575,546	1,694,574	1,694,574	11.8%	13.5%	13.4%	119,028	7.6%		
Misc - SWF, S&S	35,860	57,105	72,774	0.3%	0.5%	0.6%	36,914	102.9%	15,669	27.4%
Reimbursements	20,987	21,000	5,446	0.2%	0.2%	0.0%	(15,541)	(74.1%)	(15,554)	(74.1%)
Total Other Expenses	1,632,393	1,772,679	1,772,794	12.2%	14.1%	14.0%	140,401	8.6%	115	0.0%
<b>Total Expenses</b>	<b>12,481,156</b>	<b>11,894,000</b>	<b>11,611,388</b>	<b>93.5%</b>	<b>94.7%</b>	<b>91.7%</b>	<b>(869,768)</b>	<b>(7.0%)</b>	<b>(282,612)</b>	<b>(2.4%)</b>
<b>Net Income/(Loss)</b>	<b>862,159</b>	<b>670,637</b>	<b>1,046,731</b>	<b>6.5%</b>	<b>5.3%</b>	<b>8.3%</b>	<b>184,572</b>	<b>21.4%</b>	<b>376,094</b>	<b>56.1%</b>

**Wisconsin Union**  
**Income Statement Snapshot**  
**Year to Date**  
**As of September 30, 2015**

**FINAL**  
10/29/15

	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
<b><u>REVENUE</u></b>					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$4,726,602	\$4,861,894	\$135,292	\$5,335,628	Restaurants and Markets & Cafes
CATERING	1,433,850	1,540,184	106,334	1,715,480	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	857,603	918,967	61,364	944,507	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	685,495	492,640	(192,855)	560,820	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	7,703,550	7,813,685	110,135	8,556,435	
SEG FEES - WU	2,646,579	2,646,579		2,582,325	
SEG FEES - UBP	1,851,693	1,851,693		1,843,551	
PARTNERSHIP/WISCARD RE	197,203	183,513	(13,690)	177,101	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURS	131,522	127,917	(3,605)	139,241	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	34,090	34,733	643	44,661	Membership, interest income, miscellaneous gifts/contributions, ...
<b><u>TOTAL REVENUE</u></b>	<b><u>12,564,637</u></b>	<b><u>12,658,120</u></b>	<b><u>93,483</u></b>	<b><u>13,343,314</u></b>	
<b><u>EXPENSES</u></b>					
COST OF GOODS SOLD	2,612,911	2,646,312	33,401	2,883,457	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	3,288,117	3,222,143	(65,974)	3,533,201	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	1,114,922	970,311	(144,611)	993,620	
FACILITIES	1,731,442	1,582,610	(148,832)	1,710,105	
PROGRAMS & LEADERSHIP	412,851	351,747	(61,104)	378,279	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	96,480	96,481	1	96,480	
MAJOR REPRS/BLDGS & EQ	228,414	309,272	80,858	688,398	Includes UBP commitment
UTILITIES/TAXES/INS/TELEP	176,025	196,073	20,048	189,697	
STATE/UW ASSESSMENTS	460,159	463,644	3,485	375,525	
INTEREST EXPENSE/BONDS	1,694,574	1,694,574		1,575,546	
OTHER & OFFSETTING EXP	78,104	78,220	116	56,847	Wiscard credit card fees, UBP project swf, cashier testing services...
<b><u>TOTAL EXPENSE</u></b>	<b><u>11,893,999</u></b>	<b><u>11,611,387</u></b>	<b><u>(282,612)</u></b>	<b><u>12,481,155</u></b>	
<b><u>NET INCOME(LOSS)</u></b>	<b><u>670,638</u></b>	<b><u>1,046,733</u></b>	<b><u>376,095</u></b>	<b><u>862,159</u></b>	

## 11-19-15 Union Council Meeting Minutes

MEMBERS			
		Erin Harper, ASM Representative	X
Juli Aulik, Alumni Rep		Madison Laning, ASM Chair	X
Lori Berquam, Ex- Officio	X	William Lipske, Academic Staff	X
Jack Comeau, President	X	Peter Lipton, Faculty Representative	
George Cutlip, Alumni Rep (WAA)	X	Mohan Mandali, WUD Representative	X
Susan Dibbell, Ex- Officio	X	Jane Oberdorf, Acting Treasurer	X
Brett Ducharme, ASM Representative		Philip Ostrov, VP – Internal Relations	X
Jessica Franco-Morales, ASM Representative	X	Ronnie Pisano, WUD Representative	X
Mark Guthier, Secretary	X	Khea Yashadhana, VP – External Relations	X
David Bougie, SNS representative	X	Tyler O’Connell VP-External Relations	X

Guests: Lori DeMeuse, Director’s Office Executive Assistant; Abigail Greenberg, Student Director’s Office Assistant; Austin Wellens, Director of Film Committee; Erik Shepard and David Bougie, Hoofers.

TOPIC	DISCUSSION	ACTION
<b>Call to Order</b>	Jack Comeau called the meeting to order at 6:02 pm.	<b>Motion Passed</b>
<b>Approval of Minutes</b>	Minutes from the October 22, 2015 meeting were approved. Jack Comeau made a Motion to Approve. Susan Dibell Seconded. None opposed. Motion Passed.	
<b>Hoofers Mountaineering Presentation</b>	<p>Erik Shepard, filling in for Hoofers President Ronnie Pisano, gave an update on how the Hoofers Mountaineering Club is responding to the recent risk and safety audit and how they measure up to other clubs in terms of risk management. Mr. Shepard highlighted three main recommendations from the safety audit and changes for the future:</p> <ol style="list-style-type: none"> <li>1. <b>Equipment:</b> Maintain club member’s access to equipment by making sure each person is qualified through set standards that one has to meet each year.</li> <li>2. <b>Leaders:</b> need to develop more detailed leader training.</li> <li>3. <b>Trips:</b> working on clearly defining what each trip is and the difference between Personal and Formal Club Trips.</li> </ol> <p>Mr. Shepard gave a brief history of climbing:</p> <ul style="list-style-type: none"> <li>• Climbing is an extreme sport that deals with intensity and confidence.</li> <li>• Climbing teaches the ability to deal with a real sense of danger and requires a lot of discipline and passion.</li> </ul> <p>Mr. Shepard explained that the Mountaineering Club is not well structured and the community is very small. Climbing has been on the fringe in the past but is no longer. There is a more developed industry for climbing today along with changed standards. He mentioned that the club received poor marks on the recent safety audit and the club is not up to par with University standards. All members of Hoofers are volunteers whereas most other university programs that the safety audit is comparing to are top-down staff-based models where all leaders are trained. Mr. Shepard stated that we do not fit that model and do not intend to. Older club members are attached to the old ways of running the club and it is hard to change the foundation to improve the climbing standards. It can get challenging to have a productive discussion. The Mountaineering Club is looking to do a redraft of their current constitution, mission and values. The club is also hiring a new advisor and is currently in the interview process.</p>	

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<p><b>Film Committee Update</b></p>	<p>Mr. Shepard noted that the funding for new equipment will not be over \$10,000. He also noted that there are no other climbing related student organizations on campus. Hoofers Mountaineering Club is collectively modeled and run by a hired outdoor program director but managed by membership. Mr. Shepard stated that the constitution changes are still in the draft phase.</p> <p>Austin Wellens, Director of the Film Committee, reported that the Committee itself had roughly 90 people interested in the committee and between 65 and 75 per week in attendance. Attendance drops this time of year. Mr. Wellens will be appointing a new social chair in an attempt to increase attendance.</p> <ul style="list-style-type: none"> <li>• Successful Programming Events: <ul style="list-style-type: none"> <li>✓ Halloween weekend drew in about 1,000 people to a screening of Rocky Horror Picture Show before Freakfest. Mr. Wellens and the committee are looking to making this a tradition for Halloween weekend.</li> <li>✓ The Marquee Film Festival drew about 2,000 for the screening of 14 films. It was a very big success and received great coverage from Isthmus and the Daily Cardinal.</li> </ul> </li> </ul> <p>Spring Semester Upcoming Event:</p> <ul style="list-style-type: none"> <li>• Real Love LGBT film festival. Mr. Wellens stated that the committee is planning to integrate more with the WUD Music Committee for this festival because of similar timing with both programs. The goal is to focus on more of a Union-wide branded LGBT music and film filled weekend. Mr. Wellens is trying to create a half semester long series, building more of a diversity focused strand.</li> </ul> <p>Mr. Wellens explains that the committee rebranded the Mini-IndieFilm Festival to the Marquee Film Festival because the previous name did not tie into the Union and was not a strong enough brand. The WUD Marquee Film Festival identifies with space and the Union more accurately.</p> <p>Mr. Wellens concluded that the Film committee has 10-15 screenings per week.</p>	
<p><b>Publications Committee Update</b></p>	<p>Rachel Wanat, Director of Publications, gave committee programming updates:</p> <ul style="list-style-type: none"> <li>• New Makeover: currently working including the approved new logo on all materials.</li> <li>• All publications will be distributed on the same day.</li> <li>• The WUD Arts Gala between PubCom and WUD Art had a one-night gallery showing work of the upcoming Illumination issue. The showing will be transferred to Open Book Café at College Library.</li> <li>• The Wheelhouse Studios artist-in-residence is eager to collaborate with Publications to create pop up art.</li> <li>• The Harry Potter themed charity event, Yule Ball, distributed roughly 800 tickets for the event between WUD volunteers and people attending.</li> </ul>	

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<p><b>Alternative Breaks Committee Update</b></p>	<p>Additionally, Publications is working with Global Connections and DLS. DLS is teaming up with UW-Madison Libraries to restructure Literature Fest. Literature Fest has not been effective in the past.</p> <p>Ms. Wanat reported that she wants to print bigger issues and create a more professional binding, moving toward legit publications that no longer involve binding through a staple. One of the biggest co-sponsorships this year is with Sifting and Widowing, an undergraduate journal of political science, public policy and law. Articles are entirely written by students and reviewed by professors.</p> <p>Alex Her, Director of Alternative Breaks, reviewed the brief history of the committee:</p> <ul style="list-style-type: none"> <li>• Started in 1989</li> <li>• The first two trips were to McAllen, Texas and Immokalee, Florida</li> <li>• Roughly 450 trips with 4,600 Badgers</li> </ul> <p>He noted that he attended the July 6-July 10<sup>th</sup> Breakaway Conference where he learned to value pre-trip orientations and post trip orientations.</p> <p>Current goals of Alt Breaks:</p> <ul style="list-style-type: none"> <li>• Increase participation</li> <li>• Change trip application from rolling to deadline admission</li> <li>• Emphasize educational programming</li> <li>• 90% attendance at mandatory trip orientation</li> <li>• Social issue awareness at every meeting with discussion in place of ice breakers</li> <li>• Learn gradually instead of 2 hour orientation, working to improve this aspect.</li> <li>• Create a program evaluation where participants can evaluate and act accordingly. Emphasizing reflection during the trips.</li> <li>• Request for union council: study outcome will be ready for December union council meeting.</li> </ul>	
<p><b>Society and Politics Committee Update</b></p>	<p>Zach Hanley, Director of Society and Politics, gave committee updates:</p> <ul style="list-style-type: none"> <li>• 12 Society and Politics sponsored events this year.</li> <li>• By the spring, there will be a debate series and the committee will be using donor funds to bring in big speakers.</li> <li>• There was an event on November 18, 2015 that discussed the recent events in Paris. 50 people were in attendance.</li> <li>• Mr. Hanley wants to increase diversity of programming by reaching out to other student organizations.</li> <li>• Attendance of events: varies depending on advertising and other UW-Madison sponsored events. Overall, good attendance.</li> <li>• Society and Politics issues change frequently but consistently pulling a decent size audience. Recently had 5 events in 4 days.</li> </ul> <p>Kayla Schmeling, Director of Global Connections, emphasized the idea of connecting and being a bridge between domestic and</p>	

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<p><b>Global Connections Committee Update</b></p>	<p>international students. Ideally the committee represents students of all cultures and backgrounds. The goal of the committee is to make it more of an umbrella organization across campus that connects students and can be used as a resource.</p> <p>New Programs:</p> <p>1) <b>Cultural Collaboration Grant:</b> The main goal of the grant program is to attract a diverse audience to the cultural events on campus. For the purpose of this grant, WUD Global Connections defines “cultural event” as an event that educates, stimulates, promotes diversity of peoples, and lends itself to the broadening of perspectives. The event is open to all students and must demonstrate effort to attract a broad audience. The RSO must also collaborate with WUD Global Connections during this event or a future event.</p> <p>2) <b>Flavors of the World:</b> Two events so far on East Asia and the Middle East. Very successful programs. Hoping to have two more events in the spring with presentations from the Vietnamese Student Association, Taiwanese Student Association, Japanese Student Association and the Chinese Students and Scholars Association. Flavors of the World also collaborated with Wheelhouse Studios to add a cultural food component to Free Art Friday, taking a smaller side of the world’s flavors.</p> <p>4) <b>Educational Excursions:</b> regional/local excursions to locations that provide an educational experience.</p> <p>5) <b>Afternoon Conversation Series:</b> engages in friendly conversations over different interactive themes presented each week. No more than 15 people. One on one discussion type atmosphere.</p> <p>Special Events:</p> <ul style="list-style-type: none"> <li>• Annual Pumpkin Carving: tripled amount of pumpkins and doubled attendance. In the first 10 minutes, 250 pumpkins were gone</li> <li>• Held Day of the Dead Event with WUD Film</li> <li>• Compared to last year, the committee has double the amount of events and 5x more in attendance with 5 more events this semester</li> </ul> <p>Future Goals:</p> <ul style="list-style-type: none"> <li>• Plan to have a lot of programming collaborations in January</li> <li>• Potential new series focusing on tourist guides. Ideally working with the study abroad office while talking to students about their experiences after going abroad.</li> <li>• In general, growing the committee. Currently there are only 15 active members. Ms. Schmeling is planning to create socials and make new traditions.</li> </ul>	
<p><b>Hoofer Ski and Snowboard Club Presentation</b></p>	<p>David Bougie presented the response to alcohol related misconduct that occurred over Spring Break in Jackson Hole. Mr. Bougie was one of the eight trip leaders.</p> <p>Mr. Bougie stated that trip leader training includes 2-3 meetings that discuss how to handle risks associated with each trip. Trip Leader Training emphasizes safety and communication and the no-tolerance policy, making sure all leaders are on the same page with handling situations. He stated that there are always leaders on call during the trips and each leader takes shifts.</p>	

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	<p>Emergency Response explained: emphasizes intoxication, injury, illness, theft, and sexual assault, law-breaking. Pictures of all leaders are distributed to the trip attendees so they are aware of who to contact in case of an emergency.</p> <p>Trip Attendee Orientation: Large meeting before each trip where trip leaders introduce themselves and give an itinerary. During this orientation, the trip leaders discuss hooper behavioral standards, how to talk with police, knowledge taxonomies, avalanche hazards, bus breakdowns and weather delays, social media use, engagement of new SNSers and first timers as well as future trip leaders, navigating the lodge and signage for the group and potential bus games.</p> <p>Mr. Bougie stated that the most important aspect of the trip attendee orientation is the distribution of trip info packets that include Hoopers SNS risk management and education, student organization alcohol policy and Hooper Council behavioral conduct procedures. After the incident, the goal of the new policies included in the packets is to constantly reinforce these procedures and university policies so that there is no confusion of what is expected out of the trip attendees. Participants receive all documents mentioned in the trip hand-out and must sign the alcohol wavier and SNS trip contract. Mr. Bougie stated that if alcohol-centric events associated with the trip are implemented in the future, they will be restricted to people 21 years of age and up and will occur at a third-party venue who is responsible for checking identification. Any events associated with alcohol are not planned by the club or trip leaders. Social activities that have occurred during a trip include a brat fry, King of the Mountain Race and concerts. The policies will be slightly modified for the spring trip but each trip is very similar and follows similar guidelines.</p> <p>Jane Oberdorf presented the financial report based off the September 30, 2015 snapshot:</p> <ul style="list-style-type: none"> <li>• Current actual: revenue for the first three months of the year was \$12,658,000. We planned on having \$12,500,000 in budget projections and are ahead in the revenue side of the budget.</li> <li>• Expense side: \$11,611,000 was spent, we thought it would be \$11,800,000 so favorable by approx. \$300,000. In total, Ms. Oberdorf stated that we are \$376,000 ahead of budget.</li> <li>• There is planned to be a \$200,000 loss this year because of the Memorial Union remodel year.</li> <li>• Theater is lacking due to timing. World Music Festival gift money revenue has not yet been recorded.</li> <li>• Direct operating expenses: understaffed in dining operations for students, and trying to fill vacancies. Ms. Oberdorf stated that the preliminary look at October is better than expected and the first quarter looks good.</li> </ul> <p>Mark Guthier, Director of the Wisconsin Union, presented the Memorial Union Project Update:</p> <ul style="list-style-type: none"> <li>• 30% through the entire project</li> <li>• The sidewalks on Langdon will be closed through 12/4</li> </ul>	
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### Financial Report

### Project Update



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<p><b>Deputy Director Search Update</b></p> <p><b>Pushing Back Meditation Room, Sailing Socials</b></p> <p><b>Riding Club Update</b></p> <p><b>December Council Meeting</b></p>	<ul style="list-style-type: none"> <li>• After December 4, the south side should open</li> <li>• Langdon Street construction is behind by 8 weeks</li> <li>• The rest of the project which includes the Terrace is on time</li> <li>• The budget is on the right track using only 1/3 of contingency dollars. Mr. Guthier stated that we have overspent Langdon Street part of the budget.</li> <li>• The Terrace is expected to open in time for commencement More information to come by February. The first floor of Memorial Union will be ready by the first day of classes in fall 2016.</li> <li>• The project is farther in Terrace construction and is ahead of schedule.</li> </ul> <p>Deputy Director search update: The goal is to have the three finalists by December 7<sup>th</sup>, 2015. During the week of December 7, 2015 there will be presentations given by each finalist for all Union staff to attend.</p> <p>Jack Comeau stated that the details on the meditation room will be ready by the December Union Council meeting.</p> <p>Anna Tolle, Riding Club President, stated that for the month of October the Riding Club is in the black. In September there were expenses charged to the club that were then credited in October.</p> <p>Monthly revenue/problems:</p> <ul style="list-style-type: none"> <li>• Both revenue and expenses to day (July, August and September) were lower than in the past years</li> <li>• Fiscal year 14 was a great year but not sure why. Is an anomaly.</li> <li>• In general, making payments on time and spreading out expense such as ha.</li> <li>• Ms. Tolle believes the club is putting too much responsibility on student volunteers and needs to clearly define the responsibilities and how the program is to be run</li> <li>• Ms. Tolle stated that there will be two horses coming in on trial in the next coming weeks.</li> <li>• Current problem: need higher revenue. Easy to overlook structural problems but need to realize that there is a financial issue.</li> </ul> <p>Ms. Tolle hopes to see improvements with the Riding Club and a more direct focus on financial issues.</p> <p>Jack Comeau stated that the December 10<sup>th</sup> Council meeting may run overtime because there are many items to get through.</p> <p>Jack Comeau made <b>a motion to adjourn the meeting. Seconded. None Opposed.</b> The meeting was Adjourned at 7:56 pm.</p>	<p><b>Meeting Adjourned</b></p>
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