

OHIO UNION EVENTS

Ohio Union Council Roster (X = present, (X) = alternate)

First	Last	Role	Status	9/20	10/18	11/15	1/17	2/21	3/21	4/18
Stephen	Post	CGS	Voting		(X)	X	X	X	X	
Raven	Lynch	CGS	Voting			X	X	X	X	
Lydia	Pickrell	IPC	Voting		X	X	X	X		
Francesco	Maiorca	IPC	Voting		X	X	X	X		
Noah	Bidna	USG	Chair	X	X	X	X	X	X	
Polly	Sy	USG	Vice Chair	X	X	X	X	X	X	
Fikunmi	Idowu	USG	Voting			X			(X)	
Maria	Krantz	USG	Voting	X					(X)	
Jasmine	Richardson	GAA	Voting	X	X	X	X	X	X	
Donny	Geisler	Student Employee	Voting	X	X	X	X	X		
Andrew	Jordan	USAC	Voting	X		X	X	X		
Milos	Bujisic	Faculty	Voting		X	X	X		X	
Jennifer	Cheavens	Faculty	Voting		X		(X)	X	X	
Leyla	Hawkins	Alumni	Voting	X	X	X	X	X	X	
Beth	Miller	At-Large	Voting	X	X	X	X	X		
Matthew	Altendorf	At-Large	Voting	X	X	(X)	X	X	X	
Steven	Mousetes	At-Large	Voting				X	X	X	
Renée	Bishai	At-Large	Voting		X	X	X	X	X	
Quantá	Taylor	OUAB Advisor	Ex-Officio	X	X	(X)				
Danielle	Diersing	OUAB President	Ex-Officio	X	X	X	X	(X)	X	
Anthony	Long	CSA Chair	Ex-Officio	X	X	X		X	X	
Jeff	Pelletier	Union Director	Ex-Officio	X	X	X	X	X	X	
Matt	Couch	Activities Director	Ex-Officio	X	X	X	X	(X)	X	
Larry	Moore	Catering Director	Ex-Officio		X	X	X		X	
Brittany	Crall	Business Manager	Ex-Officio	X	X	X			X	
Patrick	Edwards	Secretary	Ex-Officio	X		X	X	X	X	

- 1) Welcome
 - a) Name, Organization or Department
- 2) Presentation – Todd Suddeth, PhD, Director of Student Life Multicultural Center

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- a) Primary purpose – serve as a home away from home for underrepresented students.
 - b) The unit conducts classes for cultural populations and to educate others about the diverse populations on campus.
 - c) Intercultural Specialist –each person has a variety of identities and the MCC helps students, through programs, to find their own identity. Some programs include welcome week, cultural heritage month, black history month, Latin X month – each of these engages in dialogue to help students feel more connected.
 - d) Social Justice Engagement/ BART – Created for the purpose of reporting acts of social injustice, hosting trainings for faculty and staff, first year programming. All of the trainings help raise awareness and ensure students have resources and outlets to feel more connected to campus.
 - e) The MCC space is a unique space for all students on campus. The Alonzo Family Meeting Room is available from 12-4pm to study and enjoy a quiet space.
 - f) Heritage Festival begins Saturday 3/23 and last seven days.
- 3) Ohio Union Activities Board Update - Danielle Diersing, President
- a) Upcoming Events:
 - i) BuckeyeCon 2019
 - ii) Live Music night on North Campus
 - iii) Jameela Jamil
 - iv) Two showing of Spiderman-Going into the Spider-Verse
 - v) Jaboukie Young White
 - vi) Fashion Show with Laurel DeWitt – students will be modeling her clothes
 - vii) Stargazing
 - viii) Spring Concert – Cheat Codes
 - ix) Taking Charge with Terry Crews
 - b) There will be a full report at the next meeting on all of the data from the shows and attendance.

4) Director Updates

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a) Jeff Pelletier, Director, Ohio Union Operations & Events

i) Month Metrics

Monthly Metrics	February 2019
Student Organizations	60.22%
University Departments	36.25%
External Users	3.52%
Total Bookings	2808
Unique Student Organizations	452
Daily Traffic Average	10948

ii) Notable Events

- (1) Arts and Sciences Career and Internship Fair
- (2) Arab Night 2019
- (3) RUOK Day
- (4) Ohio FBLA
- (5) OSUWMC Match Day
- (6) USAC Staff Benefits Expo

iii) Upcoming Events

- (1) 3/23-30 African American Heritage Festival
- (2) 3/27 US Naturalization Ceremony
- (3) 3/27 Day in the Life of a Buckeye
- (4) 3/29 Buckeye Bound (3rd of 3 events)
- (5) 3/31 NPHC Step Event
- (6) 4/5 Go Buckeye Day

iv) Projects

- (1) West Plaza tree planter retucking - complete
- (2) Carpet Cleaning - complete
- (3) South Driveway loop finishes (sod planting, iron post install)
- (4) Union Infrastructure Project – May 17 – October 15 (tentative)

v) General Updates

- (1) New Hire – Sara Keefe, Event Planning Coordinator (former dining services (Woody's) staff member)

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- (2) Departing Staff Member – after 7 years with the Ohio Union and Student Activities, Hali Buck will be leaving for a position at the Kelly School of Management at Indiana University on April 18. Her position will post on March 23, please share with excellent candidates!
- (3) Volunteers needed for Keith B. Key office/locker space application review
 - (a) Let me know no later than Friday March 29**
 - (b) Applications open March 4 - April 7
 - (c) Applications & scoring rubric to group on April 9, 2 weeks to review.
 - (d) Meet as a group on April 25 or 26 to make final decisions.
- b) Matt Couch, Director, Student Activities
 - i) General updates
 - ii) Campus events
 - (1) Applications are due tonight at 11:59pm for graduating students who are interested in speaking at the Commencement Eve Candlelight Ceremony and/or at the spring commencement ceremony itself. Undergraduate, graduate, and professional students can apply at commencementweek.osu.edu.
 - (2) Our staff and students are in the process of planning events for Reading Day on Tuesday, April 23 and for Commencement Week.
 - iii) Student organizations
 - (1) It's less than 1 month until the student organization spring registration deadline (April 15). Fun fact – we have received over 90 requests to start brand new organizations so far.
 - iv) Service
 - (1) Since our last meeting, we successfully completed 25 domestic and 2 international Buck-I-SERV trips over spring break involving 240 participants and advisors.
 - (2) Pay It Forward will host Spring Into Service this Saturday, March 23 featuring environmentally-focused projects.

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- (3) OSU Votes will host a panel of local guests as part of Community Week (formerly Voice Your Vision Week) with OH-I-Voted: Now What? on Tuesday, March 26 at 6pm (u.osu.edu/community week)
- v) Leadership
 - (1) Leadership Awards notifications were sent this week. We will recognize nearly 100 students, organizations, and advisors at this year's celebration event on Friday, April 12.
- vi) D-tix
- c) Larry Moore, Director, University Catering
 - i) Dining services and catering tries to buy local whenever possible – tonight's dinner (Ohio Dog) was made from all local products.
 - ii) There is an open vacancy for an events position within catering for events outside of the Union.
 - iii) Working on sesquicentennial events and how to celebrate 150 years!
 - iv) Working with the new technology to ensure the cashless bar options are successful
- d) Brittany Crall, Business Manager
 - i) YTD we are trending downward. Mainly due to utilities and west maintenance
 - ii) We are still projected to have a transfer of 1.1 million
- 5) Committee Updates
 - a) Policy Committee – Policy updates passed.
 - i) Co-Sponsorship - we need to add a line that indicates the deposit process will align with the paying entity. This is what we do in practice, per business office procedure, but it is not noted clearly on the form, so it creates a loophole wherein we might have an event without an appropriate deposit. If the event were to go unpaid, there's a chance the student organization would get caught up in a collections issue. Adding this language closes that loophole and protects the sponsoring student organization.

Proposed: add "deposit guidelines align with the payer of the event" to

F.3 Co-Sponsorship Guidelines and Procedures

Co-sponsorship Form Guidelines and Procedures (mirrors F.3)

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Co-Sponsorship Form Section "Who is paying the final bill"

- ii) Promotional Space Payment - adjust language to reflect a payment due date based on the reservation request submission, rather than the event date. This also aligns with the deposit process for meeting/event space reservations.

Proposed: change G.3 Credenza and West Plaza Tabling Payment from:

Payment for a credenza rental must be made in full at least three (3)

business days before the date of the reservation... to:

Payment for a credenza rental must be made in full no more than fifteen (15) business days from the receipt of the reservation confirmation...

This would also necessitate changing to:

If a reservation is requested within fifteen (15) days of the event date

- iii) Tastings - adjust the timeline from two weeks to three weeks, consistent with other menu submissions and catering-related timelines (alcohol approval, co-sponsorship, etc.)

Proposed: change GG. Weddings and Receptions from:

Please allow at least two weeks to schedule your tasting to

Please allow at least three (3) weeks to schedule your tasting. Tastings are subject to our Cancellation Policy.

- iv) Changes to Bar Procedures - based on the use of new cashless bar systems, recommend changes to C.4 Cash and Host Bar

Proposed:

C.4 Pay Bar (cashless/credit card only) and Host Bar Options

University Catering can provide a Pay or a Host bar offering spirits, wine and beer or wine & beer only service. There is a \$75.00 fee for each bar requested. This fee covers bar setup, tear down, and all glassware. One bar will be provided for every 75 guests unless event dynamics dictate otherwise. The setup fee will be waived if \$500.00 in sales is reached (per bar).

If a Pay Bar is selected, guests will purchase their own drinks. The client will be responsible for all applicable fees and bar minimums. Service charges are not applicable. Cashier, bartender and service bartender fees required.

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If a Host bar is selected, a record is kept by the bartender for the cost of the beverages ordered by the guests and the client will be billed at the conclusion of the event. The client is responsible for bartender and service bartender fees, the cost of all drinks, plus applicable service charges.

A client may choose to offer a combined **Pay Bar** and Host Bar. The client provides a designated number of drink tickets to guests. A record is kept by the bartender for the cost of the beverages ordered by the guests with drink tickets, and the client will be billed at the conclusion of the event. Once a guest's drink tickets are used, the guest may purchase additional drinks from the **Pay Bar**. The client will be responsible for applicable fees and bar minimums.

- b) Events Committee
- 6) Final Full Council Meeting (Ohio Staters Traditions Room)
 - a) April 18