Mayors’ Council  
General Body Meeting  
Thursday, September 14, 2017  
Reitz Union, Room 2320

CALL TO ORDER: 6:30 pm

ROLL CALL:

- Dean - Yes
- Fope - Yes
- Paul - Yes
- Mike - Excused
- Aravinda - Yes
- Kenny - Yes
- Tiffany - Excused
- Gadou - Yes
- Jason - Yes

ADVISOR REPORT (10 min):

- Q & A
  - Post-Irma: GFH was not affected too bad by the storm.
  - Should a political event occur on campus, assure residents that the University is working tirelessly to ensure safety.

MAYOR REPORT(S) (5 min each):

- Corry:
  - No reports
- Diamond:
  - Authentic Dish Competition
    - Successful event, good turnout. 6 residents participated in the competition.
  - Residents’ Meeting Report
    - Meeting went well.
Main concern was people playing basketball during the night.

- Maguire:
  - No reports
- Tanglewood:
  - Community Clean-Up Report
    - 19 residents showed up to clean up the village after the hurricane, boosting community spirit.
- UVS:
  - No reports

EXECUTIVE REPORT(S) (5 min each):

- Treasurer:
  - Training Update
    - Attended the SG finance training last Thursday right before the Hurricane hit Florida (The highlights of the training is attached to the minutes)
    - Anyone considering a Treasurer position should consider going for this SG training.
  - Fall Fitness Classes
    - Flyer has been made and sent out to ACs
    - Commons rooms reservations has been made for the classes
    - Permit has been submitted to SAI
- Vice President:
  - None
- President:
  - For any disturbances or concerns in the village, the residents can call UPD to report
  - More efforts should be made to promote fitness classes to the villages
  - Islam on Campus (IOC) collaboration with Mayors Council - Yes by unanimous consent. Pending room availability in Corry Village
  - Advertising and Attendance for our events is our responsibility as MC. Engage your residents and talk to them to promote events.

OLD BUSINESS (5 min each):

- Tanglewood - Ping Pong Tournament - Approved

NEW BUSINESS (5 min each):

- Tanglewood - Indigo Tie-Dye Workshop - Approved

ANNOUNCEMENTS (1 min each):

- Venue of next MC Meeting on September 28 moved to Maguire Village Office
- Please make sure residents are submitting iServices for problems in their apartments.
- Display board has been ordered.
• UFGIFT are having an event on Monday at 6:15 pm at Corry Commons for post-Irma debrief.

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ADJOURNMENT: 7:40 pm
Mayor’s Council Treasurer Report

I attended the SG finance training last Thursday right before the Hurricane hit Florida.

They talk about how to use the Docutraq and GatorConnect system and how to use them track our SAR/TAR. They request at least 10 business days in advance of event data.

Some general Rulers about the SAR/TAR Descriptions:

► **At least one description line on your request should state:**
  ► Where will your event/meeting be held and what time?
  ► How many people do you expect to attend (when using food line)
  ► Be descriptive if purchasing items (bad example: supplies, food, etc.)

► If some of these descriptions are missing, your request may be put on hold and a question sent from either the Finance Manager (gbryant@sg.ufl.edu) or Student Body Treasurer (treasurer@sg.ufl.edu). Respond to one of them via email because you are not able to personally adjust a request once submitted.

► **Line Items**

  ► **Programming**
    - Supplies, decorations, venues, honorariums, etc.

  1. Venue expenses, decorations, supplies, honorariums, etc.
  2. $200 maximum on decorations per event
  3. Items must be listed. (Example: Not just “supplies”)

  ► **Advertising**
    - Facebook ads, banners, flyers, clothing, promo items.

  4. All items must contain the SG logo or “Funded by SG”. If this is not done, your Org will not receive the items and could be suspended.
  5. RTS bus Ads require that an SAR is placed at least 4-6 weeks prior to the first day you want the ad to run. This allows us and RTS time to get the ad done and placed on the buses in time for your event.
  6. VERY IMPORTANT to list Quantity and Unit Price!
  7. $1.50 per unit maximum on promo items (includes setup and design charges, but not freight)
  8. $15 per unit promotional clothing

  ► **Copies**
    - Use SG copy center. No SAR is needed. Go to room 2365 and complete SG Copy Center form.

  ► **Awards**
    - May not spend more than $30 per award and must be competitive based.

  ► **Food**
    - $3.50 per head. If event held in Reitz Union - must use Classic Fare Catering.

  9. $3.50 per head maximum for food expenditures
10. Must state expected number of attendees as Quantity and in the description
11. Cannot reimburse for Coke products due to UF’s contract with Pepsi
12. Must use UF Approved Caterers for on campus events
   ▶ Travel- Covers lodging, registration, and transportation.

A Line Item transfer is the movement of funds from one line into another line within the same budget.

Up to fifteen hundred dollars ($1,500.00) per semester (Fall, Spring and Summer) may be moved.
Requires final written approval by the Student Body Treasurer via a Line Item Transfer Form.
Form is available on-line at the SG website and in the SG Finance Office.
Cannot use the form to transfer A&S fees into Food, Awards, Travel, or Outside Revenue. Senate approval needed for food, awards, or travel transfers.

What’s not allowed?
▶ CANNOT SPEND MONEY BEFORE SAR IS APPROVED BY STUDENT BODY TREASURER !!
▶ No Alcohol
▶ No Gift Cards
▶ No Illicit Materials
▶ Cannot fund political campaigns, charities, or fundraisers
▶ What should be listed in the description if the SAR is for an event/meeting?
   ▶ Where it will be held and what time
▶ Before you make a commitment to purchase a good or service after submitting an SAR, who must approve it?
   ▶ Student Body Treasurer
▶ What is the per person limit on food expenses per event?
   ▶ $3.50 per head
▶ How far in advance do you have to submit an SAR before you plan to purchase the good or service?
   ▶ At least 10 BUSINESS days but the sooner the better !!
▶ How far in advance do you have to submit an SAR for a contracted event (honorariums, DJs, bands, etc)?
   ▶ At least 30 CALENDAR days but the sooner the better !!