

**Student Activities Budget Advisory Committee**  
**Meeting Minutes**  
**September 18, 2024**  
(Meeting virtually via Microsoft Teams)

**VOTING MEMBERS PRESENT:** America Lopez Amador, Ameyia Smalls, Eva Amaro, Naga Venkata Meghanasree Vudathu, Jordan Staples, DeSuela Beverly, Hope McDowell, and Keely Gerety (Stepping in for Essence Vance). Absent: Essence Vance.

**NON-VOTING MEMBERS AND ADMINISTRATIVE REPRESENTATIVES PRESENT:** Ronald Briggs, DeCarius Gillyard, Amber Lesicko, Kimmya Cabral, and Melissa Kohring.

**CALL TO ORDER:** SABAC Chair, DeCarius Gillyard called the meeting to order at 3:35pm. Attendance was taken, and quorum met.

**1. Italian Club at Kennesaw State University: Italian Club Supplemental Request - Fall Traditions: Stephen Colletta**

This event will be about the noted Italian holidays that exist around October/November, such as All Saints Day. Through this event, the Italian Club intends to provide KSU students an enjoyable and enriching celebration complete with authentic food and other festivities.

Program Name- Fall Holiday Traditions Event

Program Date- October or November 2024

\$600.00

**\$327.48**

**Questions:** Was the cost changed? Yes, after calculating things we only needed \$394.44. Do you have a quote? No, the menu cost is what we would pay. RSO will need to provide a quote when completing the purchase request. What about taxes? SABAC cannot pay tax. Are all decorations disposable? No. SABAC will deduct the cost for all non-disposable décor items from this request. The new total is \$327.48. What is the new date of your event? 11/17/2024.

**Discussion:** Amount reduced to \$327.48 due to removal of storage items.

**Rationale:** SABAC cannot fund inventory items, any inventory items will be removed.

America Lopez Amador proposed the **motion to approve in the amount of \$327.48**, seconded by Essence Vance.

**Motion passed 8-0-0.**

**2. Autistic Artistry: Giveaway and membership items: Saniyyah Miller**

Autistic Artistry plans to use promotional supplemental funding for logo stickers, pins, pamphlets from KSU Print Shop. We also plan to use funding to give members graduation cords once they have successfully met club requirements. Our organization will use funding at informational tables to promote. These items will include custom water bottles, lanyards, string backpacks, etc. We will distribute materials at informational tables around campus. All students enrolled can receive items.

Program Name- None

Program Dates- None

**\$272.38**

**Questions:** No Presenter. SABAC has questions about Documentation, memberships, and graduation cords.

**Discussion:** We do not have proper documentation. The request included memberships and graduation cords which are prohibited items.

**Rationale:** SABAC cannot fund prohibited items.

America Lopez Amador proposed the **motion to approve in the amount of \$272.38**, seconded by Ameyia Smalls.

**Motion failed 4-0-5.** (Due to tied student vote, SABAC Chair, DeCarius Gillyard, casting tie-breaker vote.)

**3. Psi Chi: Psi Chi Bracelets and Pens: Stephanie Barnes**

400 Custom made navy blue and white ink pens with the Kennesaw State University Psi Chi logo on them. 600 Custom made navy blue with white writing rubber bracelets with the wording Kennesaw State University Psi Chi along with graduation cap icons. 400 Navy blue and white pens with the Kennesaw State University Psi Chi logo on them 600 Navy blue rubber bracelets with the words "Kennesaw State University Psi Chi" on them with 2 bachelors caps on them. We plan to bring the bracelets and pens at events that all Kennesaw State University students are invited to, and will hand them out to anyone who would like them for free. Kennesaw State University currently has over 30,000 students enrolled, and we would love to have a large amount of promotional items to be able to hand to those students.

Program Name- None

Program Dates- None

**\$492.34**

**Questions:** No Presenter. The supplemental request mentioned 2 bachelors caps. SABAC would like to inquire further on this request.

**Discussion:** None

**Rationale:** SABAC has unanswered questions.

America Lopez Amador proposed the **motion to approve in the amount of \$492.34**, seconded by Jordan Staples.

**Withdrawn by RSO - No Vote**

#### **4. The Comic Book Club: The Comic Book Club Promotional Funds: Aspen Balducci**

This request is for all funds being allocated to the promotion of the Comic Book Club. All funds are to be used on items such as t-shirts, flyers, anthologies, etc. This will be to help spread the works and word of the comic book club to new people looking to join the community. All items will be gifted out to anyone who wishes to take one. Artwork and images shown will be created by club members to help promote their own original works. Posters may be hung up in approved areas around campus and nearby approved hit-spots for students. T-shirts and merchandise will be given out during tabling and other meetup events.

Program Name- None

Program Dates- None

**\$499.00**

**Questions:** No Presenter. The supplemental submission did not have quote for the T-shirts requested that included set up and shipping fees.

**Discussion:** SABAC did not have proper documentation. There was no quote provided for the T-shirts.

**Rationale:** None

America Lopez Amador proposed the **motion to approve in the amount of \$499.00**, seconded by Ameyia Smalls.

**Motion failed 0-0-8.**

#### **5. Animation Studio Society: Fall 2024 Animation Marathon: Halen Willoughby**

The purpose of the 24 Hour Animation Marathon is to allow all students to build their skills as artists and animators by doing a 24 hour animation challenge. Not only do they improve their skills, but it is a great opportunity to socialize with other students who enjoy creating and discussing art.

Program Name- 24 Hour Marathon

Program Dates- October 19-20th, 2024

\$460.85

**REVISED AMOUNT: \$434.76**

**Questions:** KSU cannot pay sales tax. Sales taxes will need to be removed.

**Discussion:** None

**Rationale:** KSU is tax exempt. Sales taxes will be removed.

America Lopez Amador proposed the **motion to approve in the amount of \$434.76**, seconded by Keely Gerety.

**Motion passed 8-0-0.**

**6. Italian Club at Kennesaw State University: Italian Club Supplemental Budget - Carnevale 2025: Stephen Colletta**

This event will be a celebration of the Italian festival "Carnevale". We have hosted this event many times before already and every time has been a resounding success. The event will feature Italian cuisine, trivia games, information about the Carnevale festivities, and interactive activities meant to further enrich the attendees of the event.

Promotional Name- Carnevale 2025

Promotional Dates- February 2025

\$400.00

**REVISED AMOUNT \$265.95**

**Questions:** The Photo Booth will have to be removed because it is an inventory item. Request revised during meeting to \$380.95 and with removal of photo booth requests further revised to \$265.95.

**Discussion:** None

**Rationale:** None

America Lopez Amador proposed the **motion to approve in the amount of \$265.95**, seconded by Ameya Smalls.

**Motion passed 8-0-0.**

**7. Computer Engineering Apprentice Club: CPEA Supplemental: Stephen Colletta**

This event will be an event for anyone interested in CPEA and CpE in general that want to network with professors in the school over coffee and snacks.

Program Name- Coffee with your Professor

Program Date- October or November 2024

**\$200.00**

**Questions:** No Presenter. SABAC had questions about documentation.

**Discussion:** Menu was provided instead of a quote.

**Rationale:** None

America Lopez Amador proposed the **motion to approve in the amount of \$200.00**, seconded by Ameyia Smalls.

**Motion failed 3-0-5.**

**8. Italian Club at Kennesaw State University: Italian Club Supplemental Request - Fall Culture Day: Stephen Colletta**

This event will be a more generally culture-focused (non-holiday) event meant to offer an insight into Italian cuisine-related practices.

Program Name- Fall Culture Day

Program Date- October or November 2024

**\$350.00**

**Questions:** Withdrawn

**Discussion:** None

**Rationale:** None

**Withdrawn by RSO during the meeting- No Vote**

**9. Kennesaw Society of Black Engineers: SPSBE Homecoming: Christal Woodward**

A homecoming for KSU students to interact with the SPSBE alumni. KSBE is sponsoring meals for the KSU students who want to attend the event.

Program Name- SPSBE Homecoming

Program Dates- 10/11/2024

**\$1,247.72**

**Questions:** No Presenter. Where would the event be located?

**Discussion:** Event dates are too soon for SABAC to provide funding for this event. Location of the event is unknown.

**Rationale:** Event is less than the 30-days require for the purchase request deadline.

America Lopez Amador proposed the **motion to approve in the amount of \$1247.72**, seconded by Ameyia Smalls.

**Motion failed 0-0-8.**

**10. Kennesaw Society of Black Engineers: Breast Cancer Tie Dye: Christal Woodward**

Students will make Tie Dye shirts in honor of breast cancer awareness\* Students will make Tie Dye shirts in honor of breast cancer awareness. KSBE intends to sponsor the tie dye materials needed for the event.

Program Name- Breast Cancer Tie dye

Program Dates- 10/3/2024

**\$180.53**

**Questions:** No Presenter. Event dates are too soon for SABAC to provide funding for this event.

**Discussion:** Event dates are too soon for SABAC to provide funding for this event.

**Rationale:** Event is less than the 30-days require for the purchase request deadline.

America Lopez Amador proposed the **motion to approve in the amount of \$180.53**, seconded by Jordan Staples.

**Motion failed 0-0-8.**

**11. MSIB Club: Raquel Gonzalez - SACNAS National Diversity in STEM Conference: Christina Roth**

Raquel Gonzalez, a 2nd year graduate student in the MSIB club, would like to attend the SACNAS National Diversity in STEM Conference in Phoenix, Arizona October 31-November 2. Attendance of this conference is crucial for establishing the connections necessary to achieve their Master's thesis and they will be presenting a poster on their thesis. The abstract has already been accepted to the conference.

Raquel Gonzalez, a 2nd year graduate student in the MSIB club, would like to attend the SACNAS National Diversity in STEM Conference in Phoenix, Arizona October 31-November 2. Attendance of this conference is crucial for establishing the connections necessary to achieve their Master's thesis and they will be presenting a poster on their thesis. The abstract has already been accepted to the conference.

Budget request is for registration, transportation, and lodging. I know that this will not all be able to be approved but will like to include everything for full disclosure of what Raquel needs.

Travel Name- Raquel Gonzalez - SACNAS National Diversity in STEM Conference

Travel Dates- October 30 - November 2, 2024

**\$1,323.35**

**Questions:** No Presenter. SABAC has a maximum of \$500.00 per individual student travel.

**Discussion:** This request is for 1 person and the maximum is \$500.00 per student per trip.

**Rationale:** SABAC could only fund a maximum is \$500.00 per student per trip.

America Lopez Amador proposed the **motion to approve in the amount of \$1323.35**, seconded by Ameyia Smalls.

**Motion failed 0-0-8.**

**12. The Imaginary Club: Scary Tea Party: Tee DeVine**

Halloween Event for students. Fun evening at the Spooky Tea Party, our Halloween-themed social outing designed to thrill and chill! Social game night filled with themed activities and treats.

Program Name- Scary Tea Party (**Event Date Modified: Fall Tea Party**)

Program Dates- 10/21/24 or 10/28/24 (**Event Date Modified: 11/11/2024**)

\$239.00

**Revised Amount: \$238.78**

**Questions:** Date Change from October to November

**Discussion:** Items on request were modified prior to the meeting to remove items that would not be approved.

**Rationale:** None

America Lopez Amador proposed the **motion to approve in the amount of \$238.78**, seconded by Keely Gerety.

**Motion passed 8-0-0.**

**VI. NEW BUSINESS - None**

VII. ANNOUNCEMENTS – If you have been approved, please pay attention to purchase requests and travel request deadlines so you can submit the purchase request before the deadline. Please refer to SABAC Protocol 4.1.

**Motion to Adjourn: DeCarius Gillyard**  
**Seconded: Ameyia Smalls**

Minutes reviewed by:

DocuSigned by:  
*DeCarius Gillyard*  
CEB1D8C9D99E434

Date: September 24, 2024

DeCarius Gillyard, SABAC Chair

**Certificate Of Completion**

|  |                           |
|--|---------------------------|
| Envelope Id: 3B3AEB13AA5C4BEAAC5913ABB19EB817                          | Status: Completed         |
| Subject: Complete with DocuSign: SABAC Meeting Minutes 2024-09-18.docx |                           |
| Should this go to Agiloft?:  |                           |
| Source Envelope:   |                           |
| Document Pages: 5  | Signatures: 1             |
| Certificate Pages: 1   | Initials: 0               |
| AutoNav: Enabled   | Envelope Originator:      |
| Envelope Stamping: Enabled   | Melissa Kohring           |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)                      | mgb5219@kennesaw.edu      |
|  | IP Address: 130.218.12.36 |

**Record Tracking**

|                      |                         |                    |
|----------------------|-------------------------|--------------------|
| Status: Original     | Holder: Melissa Kohring | Location: DocuSign |
| 9/24/2024 9:52:14 AM | mgb5219@kennesaw.edu    |                    |

**Signer Events**

DeCarius Gillyard  
 dgillya1@kennesaw.edu  
 Director, Student Conduct and Acad. Int.  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 CEB1D8C9D99E434...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 130.218.12.36

**Timestamp**

Sent: 9/24/2024 9:53:09 AM  
 Viewed: 9/24/2024 11:41:56 AM  
 Signed: 9/24/2024 11:42:46 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

| In Person Signer Events      | Signature        | Timestamp             |
|------------------------------|------------------|-----------------------|
| Editor Delivery Events       | Status           | Timestamp             |
| Agent Delivery Events        | Status           | Timestamp             |
| Intermediary Delivery Events | Status           | Timestamp             |
| Certified Delivery Events    | Status           | Timestamp             |
| Carbon Copy Events           | Status           | Timestamp             |
| Witness Events               | Signature        | Timestamp             |
| Notary Events                | Signature        | Timestamp             |
| Envelope Summary Events      | Status           | Timestamps            |
| Envelope Sent                | Hashed/Encrypted | 9/24/2024 9:53:09 AM  |
| Certified Delivered          | Security Checked | 9/24/2024 11:41:56 AM |
| Signing Complete             | Security Checked | 9/24/2024 11:42:46 AM |
| Completed                    | Security Checked | 9/24/2024 11:42:46 AM |
| Payment Events               | Status           | Timestamps            |