

DRAC Meeting: 3/2/2022

Location: [Zoom](#)

Attendance:

Allison Mazurek

Amy Lazzell

Anne Melo

Brenner Barclay

Caylee Caldwell

Crista Schulz

Darren McCroom

Erin Emry

Ichi Kwon

Jack Herring

Jeanne Gaffney

Johnathan Lyons

Lisa Beard

Lucas Webster

Mary Piekarczyk (she/they)

Megan McGinnis

Nicole Askarian

Nicole Larson

Patrick Roulet

Rebecca McLean

Rich Brown

Robert Butnar

Shona Carter (she/her)

Travis Cram

Vanessa Blackburn

Agenda items:

1. Approval of 2/16/22 and 2/23/22 meeting minutes. Minutes unanimously approved as presented. Motion to approve by Shona Carter. Second by Darren McCroom.
2. International Affairs Association (IAA) Presentation
 - a. Mary Piekarczyk, Logistics Officer for IAA, provided a budget breakdown of FY22
 1. IAA's FY22 budget was \$46,720
 2. Last spring, IAA submitted \$20,000 earmark request for NTT and money for speakers to improve community outreach

3. Travel is the largest expense (\$25,225)
 - a. FY22 able to save money on airfare due to credit saved by Alaska Airlines. This credit is from pre-pandemic 2019-2020 when IAA was supposed to go to NMUN
- b. Covid-19 changes
 1. For 2020-2021, conferences were virtual and there were no travel expenses
 2. Travel has gradually resumed since Fall 2021, and IAA will attend three out of five conferences typically attended
 3. To save money next year, IAA plans to take 14 students to New York and an undetermined number of students to LAMUN, likely 8-12 people
 4. Hoping to be able to attend all the usual conferences next year
- c. Earmarked funds
 1. In spring 2021, IAA earmarked \$20,000 in funds towards the hiring of an NTT advisor and expanded campus programming
 - a. \$10,000 was allotted for FY22 and FY23
 - b. Instead of hiring an NTT, IAA chose to put the earmarked funds towards a course release for Professor Beard for advising support
- d. IAA Future Plans
 1. For their expanded campus and community programming, IAA has been planning multiple events and speakers for winter and spring quarters of this year as well as for fall quarter of next year:
 - a. Kristina Mader, IAA's club founder who works for an NGO working group that focuses on women, peace, and security (guest speaker)
 - b. PeaceCorps presentation and returned volunteers panel
 - c. Panel hosted by Dr. Kate Destler discussing the situation in Ukraine
 - d. State Department (guest speaker, online)
 - e. Professor Randall Henning (guest speaker)
 - f. Co-sponsorship with the Pickford during Doctober
 - g. A speaker for International Education Week
- e. Goods and Services expenses
 1. This is another big part of IAA's budget (\$12,995), broken down as follows:
 - a. Conference fees/registration: 56.6%
 - b. Honoraria: 15.4%
 - c. Bank card fees: 4.0%
 - d. Web service activity fees: 9.4%
 - e. Conference/event expenses: 3.8%
 - f. Food: 3.8%

- g. Print & copy center expenses: 3.8%
 - h. Parking expenses: 1.5%
 - i. Supplies and materials expenses: 1.5%
- f. FY23 Budget
 - 1. There is a \$7,340 difference between IAA's conservative budget plan and normal budget plan
 - a. Conservative plan: \$59,420
 - b. DRAC approved plan: \$66,770
 - 2. IAA will request to earmark approximately \$12,900 to put towards travel expenses in FY23; anticipating higher air travel expenses
 - 3. Would like to extend the current earmark of \$20,000 to be used in FY23 and FY24 to support campus-/community-based activities and advising support.
 - a. Estimate using \$10,721 - \$12,100 from non-MUN earmarked funds in FY23 and the remainder in FY24
 - 4. Travel expenses
 - a. Conservative scenario: \$38,200
 - b. DRAC approved scenario: \$40,800
 - c. Would reduce expenses in in-state lodging and private auto if needed for conservative budget
 - 5. Goods and Services expenses
 - a. Conservative scenario: \$18,720
 - b. DRAC approved scenario: \$20,970
 - c. Would reduce conference expenses, honoraria, and print and copy charges if needed for conservative budget

Questions for IAA

Jack Herring asked whether Model UN conferences are expected to attempt to go back to pre-pandemic model, or if have they adapted due to Covid.

They seem to want to get back to normal. Conferences have been running smoothly overall but unexpected issues related to funding or staffing could be a concern if there is a resurgence of the pandemic. There have been staffing issues with the conferences, people coming down with Covid during the conference and unable to present or participate or being able to travel across the Canadian border.

Travis asked about the anticipated roster size of the more competitive conferences vs. regional conferences.

20-22 participants attended the recent regional conference. Typically took 16 attendees to national conferences in the past; going forward, want to reduce to approximately 14, take the most engaged students who are likely to win awards for the entire delegation or individual delegate awards.

3. Theatre & Dance Budget Presentation

- a. Shona Carter presented the AY23 and summer budget requests
 1. DRAC funding used to support the production season and student travel
 2. Expenses include:
 - a. production support staff in the costume shop and for the production stage manager
 - b. royalty licenses
 - c. production equipment
 - d. costumes
 - e. scenery
 - f. lighting
 - g. program printing
 - h. cleaning fees for the spaces after each production
 - i. fees for house managers
 - j. box office ticket service fee
 - k. van rental for scene shop van (WWU scene shop is 1.5 miles off campus)
 - l. student travel to Theatre and Dance conferences
 - m. student wages in the costume shop and scene shop
 - n. workshops open to all students
 - o. contracts for guest choreographers and theatre professionals
 - p. advertising
 - q. will continue to offer free student admission to main stage productions
- b. AY23 Budget request
 1. Labor and benefit expenses
 - a. Includes production stage manager, student employees, costume shop assistant, choreography stipends for Dance in Concert, overtime for classified staff during tech weeks
 - b. Conservative scenario: \$119,000
 - c. DRAC approved scenario: \$121,000

2. Contracts expenses
 - a. Includes guest director, choreographer, actor, lighting design, costume design, etc. (don't know specifically until they cast each season)
 - b. Conservative scenario: \$16,774
 - c. DRAC approved scenario: \$19,000

3. Goods and Services expenses
 - a. Includes conference registration fees for students attending the Kennedy Center American College Theater Festival and other conferences for both Theatre and Dance
 - b. Conservative scenario: \$83,226
 - c. DRAC approved scenario: \$87,000

4. Travel expenses
 - a. 90% students and faculty traveling with students; 10% professional guests
 - b. Conservative scenario: \$30,000
 - c. DRAC approved scenario: \$30,000
 - d. Same amount budgeted for both scenarios
 - e. The Kennedy Center American College Theatre Festival is in-state, and they anticipate a large turnout of 40 – 60 students

5. Carryforward
 - a. Anticipate an ending balance of \$20,000 (or possibly more) from 2020-21 savings in travel because the Kennedy Center American College Theatre Festival was online, DRAC covered the registration and accommodations were not necessary.

6. Earmark request
 - a. Plan to earmark the \$20,000 ending balance for next year
 - b. \$17,000 of the earmarked funds will be for the scene shop van rental in FY23, FY24 and FY25 (\$5,700 per year).
 - c. This would allow them to budget more towards travel in those years, instead of van rental
 - d. \$3,000 of the earmarked funds will support travel to the Kennedy Center American College Festival in Spokane, Washington; anticipate the lodging will be \$25,000 to \$30,000 depending on the number of students who attend the 6-night conference

7. Overall AY23 budget request

- a. Conservative plan: \$219,000
 - b. DRAC approved plan: \$227,000
- c. Summer budget request
- 1. Theatre is proposing a project called “On the Intersection”
 - a. Generate a script collaboratively (via zoom meetings)
 - b. Include a handful of in-person rehearsals and two performances in local parks
 - c. Playwright Manuel Zarate will join in
 - d. Augmented Reality Theatre: actors can perform from any stage with no set and the audience experiences an enhanced version of the reality from anywhere they are located, through AR glasses.
 - e. Audiences can also watch a performance being streamed for AR as a regular stream as well. This innovation creates accessibility to the art when the viewer cannot be in the physical performance space
 - f. \$7,000 earmark request
 - a. Includes student stipends, faculty director salary, production manager, guest artist stipend and travel expenses, and miscellaneous production costs
 - 2. Dance is proposing a project called “Dance as Activism: Interdisciplinary Connections” as its Summer Dance Project.
 - a. Will bring in nationally recognized teachers and arts activists to work with WWU students of all majors with workshops in dance/movement and art for social justice
 - b. Students would take classes in technique and workshops in making art for social justice from Jonathan Lee, acclaimed hip-hop teacher with the Alvin Ailey American Dance Theater school and Marcia Meade, former Alvin Ailey and Dance Theatre of Harlem company member and teacher in New York City
 - c. Classes and workshops will be open to all WWU students to be cast in the pieces, and all students who participate in the workshops will have the opportunity to present their own 'art for social justice pieces' in the multiple informal performances at the culmination of the residency held at the Commissary studios, outdoor site-specific locations, and in the community
 - d. Pieces created in the summer residency would be restaged for Winter Dances 2023 on Mainstage, bringing the pieces to a wider audience and offering students the experience of restaging existing repertory

- e. Students from other art disciplines and colleges at WWU are encouraged to participate in the art for social justice workshops to broaden the scope of the performance and foster greater collaboration between students in the CFPA and other colleges at WWU
 - f. \$11,000 earmark request
 - a. Includes airfare, rental cars, housing, per diem and stipends for two guests
 - b. Also includes expenses for costumes, technical production, faculty and student stipends, and technical support
3. Total summer request is \$25,000
- a. Earmarks for specific projects equal \$18,000, but do not include overhead such as advertising, student labor in the shops, cleaning fees and benefits for employees
4. Rich Brown shared that the “Theater on the Intersection with Manuel is the start of a 3-year theatre project that WWU will be starting at the same time as NYU. The augmented reality performance will be available to audience members with or without goggles, to be more inclusive.

Questions for Theatre & Dance

Travis asked for a comparison between summer 2022 and 2023

Erin Emry responded that summer 2022 was \$19,000, the year before was around \$10,000 and in most previous years it was between \$56,000 - \$70,000 because they had bigger projects and more shows. These smaller projects offer hands-on opportunities for students and have been very successful.

Rich stated that Dance hasn't had much opportunity for in person performance recently so wanted to provide them with a bigger project this summer.

Erin added they will be offering free tickets to Main Stage shows again and all shows during AY 23 will be free for students.

4. Comments from the Chair
- a. Next week's meeting will include our final budget presentation from Music and deliberations about the overall DRAC budget; still hoping to avoid meeting during Finals Week.

Meeting adjourned at 9:37am

Next Meeting: March 9