

## Minutes for 3-3-2011

- I. Opening Prayer-Dan Kim, prayer from Howard Thurman
- II. New business
  - a. Tabled motion from 2-21-2011
    - i. Soren Hessler
      1. There are approx. 80-90 graduates according to Megan Hornbeak
      2. Approx. 40 faculty
      3. Assuming 60% turnout roughly 50 graduates
        - a. 50 graduates
        - b. 25 partners/spouses
        - c. 20 faculty
        - d. So approximately 100 total
      4. Assuming additional 50 other people come
        - a. Budget would be between 5-6 thousand budget
        - b. According to Soren, budget of between 5-7 thousand would be appropriate
      5. Money clarification-Ko
        - a. After community lunch expenses
        - b. Doctoral student association
        - c. And extra fees,
        - d. We will have approximately 15,000 left over
      6. Celebration itself (see catering guide)
        - a. Serving staff, approximately \$500 (200 people)
        - b. Table linens, approx. 300
        - c. Dinnerware, approx. 800
        - d. BUPD 250
        - e. Facilities 800
        - f. Food options
          - i. Buffet dinners
            1. Hot buffet 1, 28 per person
            2. Hot buffet 2, 27 per person
            3. Hot Buffet 3, 30 per person
          - ii. Plated dinners (linens and wait-staff included in costs)
            1. Chicken entrée 23
            2. Chicken 2 for 21.50
            3. Salmon for 24
            4. Cod 28
            5. Tenderloin 29
            6. Beef 31.50
            7. Pork 27.50
            8. Lamb 34
            9. Veggie 22 and 24.5
      - g. Beverages

- i. See brochure
- 7. Budget thoughts
- 8. Motion:
  - a. Jen motions for a budget of 7000 for the event
  - b. Furthermore, that Soren and an ad-hoc committee will determine the specifics of the menu.
  - c. Seconded by Nathan
  - d. No further discussion
  - e. Unanimous passage
- 9. Motion:
  - a. Jen: STHSA will cover the cost of the graduating students, the faculty, and staff
  - b. Furthermore, other students and other guests will be charged a rate of 15 dollars per person
  - c. Furthermore, there will also be a provision for a children's meal
  - d. Furthermore, those with a financial hardship are encouraged to contact the STHSA for monetary assistance.
  - e. Second by Soren
  - f. No further discussion
  - g. Passed unanimously
- 10. Discussion:
  - a. Alcohol
    - i. Cash Bar?
    - ii. No Bar?
    - iii. Champagne toast?
    - iv. Wine Pairing with dinner?
  - b. Motion:
    - i. Andrew: Soren to find out the costs for a champagne toast and to make the decision there hence
    - ii. Second: Nathan
    - iii. Discussion
      - 1. Jen, need to be a corporate decision
      - 2. Nory, concern about those with an issue with alcohol
      - 3. Soren, question of "putting alcohol in someone's hand"
      - 4. Jen, possible to carry both sparkling juice or champagne and to give an option
    - iv. Motion amended:
      - 1. Jen: there will be a champagne/sparkling juice toast

2. Motion passes with two abstains
- c. Dance floor/DJ?
    - i. Motion:
      1. Soren: use additional budget dollars to rent karaoke rooms for the after party of the graduation celebration
      2. Second: Nathan
      3. Discussion: none
      4. Unanimously passed