

**New Mexico Student Union
SUB Board Meeting Minutes
November 27, 2007, 7:45 am
Cherry/Silver Room**

Attendees: Cheo Torres, Alex Beach, John Benavides, Nancy Pistorious, Debbie Morris
Brandon Ryan, Chris Ramirez, Matt Beck, Ashley Fate, Matt Barnes

Absent: Trey Smith, Joseph Garcia

Staff: Walter Miller, Tim Backes, Matt Henderson, Cory Bourg, Carol Scott,
Michele Clement

1. Call to Order:

The meeting was called to order by Matt Beck at 8:00 am

2. Introductions: No introductions at this time

3. Public Comment: No public comment at this time

4. Approval of Minutes from Previous Meeting- October 23, 2007

A motion was made and approved to accept the minutes of the October 23, 2007 SUB Board meeting by Matt Beck, seconded by Debbie Morris.

5. Committee Reports:

Retail/Marketing Committee: Matt Beck

The Retail committee will meet on Wednesday, December 5, 2007 at 8:00 am and will report back to the group at the January meeting.

Space Allocation Committee:

The space allocation committee will meet on Thursday, December 6, 2007 at 11:30 am and will report back to the group at the January meeting.

6. Future Meeting Date: The Board decided to have the 2008 meetings on the 4th Tuesday of each month. The meetings will be held from 7:45am – 9:00 am. Location determined on space available in SUB. The next meeting is scheduled for Tuesday, January 22, 2008 in the Cherry/Silver room.

7. Director's Report: Walter Miller

1. Food Services RFP: a Pre-Bid meeting was held on November 8, 2007. 3 companies have responded. December 10, 2007 will be the last day for questions from respondents. Early February will be when the interviews will be held to allow the committee to choose a "winner". Chris Ramirez has asked for a copy of the RFP. A copy will be emailed to all members of the SUB Board.

2. Capital Projects:

- **Ballroom Carpet-** 99% installed

- **Cabinet storage-** company has been chosen to do the renovation of area to allow for additional student organization storage. This will help with space allocation issues for Student groups wanting space in the SUB.
- **Monitors:** south end of SUB. Working on choosing the right place to install them. Old screens will be placed in other areas to use for Student organization events.
- **Cornell Project Studio Class Presentation:** December 12, 2007 at 2pm. There will be an open house on Monday, December 3, 2007 in the SUB Atrium between 12 noon and 2pm as well.

8. **Fiscal Report (handout) – Tim Backes**

Tim presented a Financial Report to the Board.

9. **Old Business:**

ASUNM Mural update: this project needs to get back on track, there has been some trouble getting a contractor.

Marketing Report: Matt Henderson

- SUB Website: there will be an online form that can be printed out for use by anyone who is interested in reserving space for an event with the Event planning office. This form will be available next semester.
- Retail Space update: Barbershop- lease pending
- Pumpkin Carving Contest: the Alumni Association won the contest. There was a very good turn out this year, 55- 60 people participated.

10. **New Business:**

- **ASUNM Craft Fair:** Will be held in the SUB Ballrooms, Wednesday, December
- **Furniture Options Update:** Chris Ramirez asked for an update on the furniture options for the SUB. Walt told the Board that he is still in the process of asking the representative in town for options. Nothing has been decided as of today. He is working on a new plan to phase in new furniture in stages as this cannot be done all at once.
- **Farmers on Campus:** Carol Scott told the Board that a new program has begun called Farmers on Campus. Local growers would be visiting UNM and showcasing their products. They will begin at La Posada with the residents side of campus.
- **ASU visit:** Walt will be getting feedback from their visit and will share with the group when received.
- **Late Night Breakfast:** will be held on Sunday, December 9, 2007 beginning at 9:00 pm
- **KNME:** Pledge drive, SUB students will be volunteering to take pledges on Tuesday, December 4, 2007.
- **Giving Tree:** ASUNM will set up a “Giving Tree” in the SUB Atrium. People can take a tag off of the tree and buy presents for the person on the tag.
- **Red/Green event:** there will be a mini “Growers Market” set up in the plaza on Friday from 10:00 am – 2:00 pm. Local growers will be featured.

11. Adjournment:

The meeting was adjourned at 8:34 am. The next meeting is scheduled for January 22, 2008.