



Suite 350 Student Union Amherst, New York 14260
(716) 645-2950 fax: (716) 645-2112 www.sa.buffalo.edu

Student Association Executive Committee Meeting

July 12, 2024 - 11:00 AM

SU 378, University at Buffalo North Campus, Amherst, NY 14260

Present

Samin Bhuya, SA President; Killian Hannigan, SA Vice President; Louis Poon, SA Treasurer.

Asterisk (*) indicates member arrived late or left prior to adjournment.

Absent

Gavin Krauciunas, SA Senate Chairperson.

Call to Order

Samin Bhuya, SA President, calls meeting to order at 11:10 AM.

Samin Bhuya, SA President, proceeds to call the roll.

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| Samin Bhuya | Present |
| Killian Hannigan | Present |
| Louis Poon | Present |
| Gavin Krauciunas | Absent |

3 Present, 1 Absent

Finding a quorum is present, the Executive Committee proceeds with the order of business.

Approval of Minutes

Samin Bhuya, SA President, introduces July 3, 2024 Executive Committee Meeting Minutes for consideration.

Motion to approve July 3, 2024 Executive Committee Meeting Minutes by Samin Bhuya; second Louis Poon.

Without objection, motion passes with unanimous consent.

Result: July 3, 2024 Executive Committee Meeting Minutes are approved.

Old Business

None.

New Business

Louis Poon, SA Treasurer, introduces SA Budget Adjustment #23-18 for consideration.

Motion to approve SA Budget Adjustment #23-18 by Louis Poon; second Killian Hannigan.

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| Samin Bhuya | Yes |
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| Killian Hannigan | Yes |
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| Louis Poon | Yes |
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3 Yes, 0 No, 0 Abstain

Motion to approve SA Budget Adjustment #23-18 passes 3-0-0.

Result: SA Budget Adjustment #23-18 is approved.

Samin Bhuya, SA President, introduces Resolution - 2023-2024 #8 (“Resolution to Replace References to Associate Administrative Director Position”) for consideration.

Motion to approve Resolution - 2023-2024 #8 by Samin Bhuya; second Louis Poon.

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| Samin Bhuya | Yes |
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| Killian Hannigan | Yes |
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| Louis Poon | Yes |
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3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2023-2024 #8 passes 3-0-0.

Result: Resolution - 2023-2024 #8 is approved.

Samin Bhuya, SA President, introduces Resolution - 2023-2024 #9 (“Resolution to Update Annual Registration and Requirements for Recognition Policy”) for consideration.

Motion to approve Resolution - 2023-2024 #9 by Killian Hannigan; second Samin Bhuya.

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| Samin Bhuya | Yes |
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| Killian Hannigan | Yes |
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| Louis Poon | Yes |
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3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2023-2024 #9 passes 3-0-0.

Result: Resolution - 2023-2024 #9 is approved.

Adjournment

Motion to adjourn by Louis Poon; second Samin Bhuya.

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| Samin Bhuya | Yes |
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| Killian Hannigan | Yes |
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| Louis Poon | Yes |
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3 Yes, 0 No, 0 Abstain

Motion to adjourn passes 3-0-0.

Result: Meeting is adjourned at 11:15 AM.

Instructions:

This form must be completed for all budget adjustments. This form must be signed by the President, Treasurer and

Please check one:

Budget Transfer

Moving funds from one expense to another, (must equal zero)

Budget A/E

Incremental adjustment, increase/decrease in revenues or expenses

Detailed description of budget adjustment:

SA Budget Adjustment #23-18

| <u>Account Number:</u> | <u>Account Description</u> | <u>Current Budget Amount</u> | <u>Adjustment Amount</u> | <u>Adjusted Budget</u> | <u>Adjustment Description</u> |
|------------------------|----------------------------|------------------------------|--------------------------|------------------------|---|
| 120-1100-6016 | Prepaid Insurance | 210,000.00 | 20,000.00 | 230,000.00 | SA Office - to Pay GL Sports, Midland Marine, NYSIF All Due 8/1 |
| 120-1100-6099 | Miscellaneous | 17,067.39 | 5,000.00 | 22,067.39 | Pay UB Rec for Field Lining 2023/2024 |
| 120-3107-7600 | Comedy Production | 43,353.12 | (25,000.00) | 18,353.12 | Prepaid Insurance / Miscellaneous |
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Treasurer: Name (please print) _____

Signature _____ Date _____

Officer: Name (please print) _____

Signature _____ Date _____

Campus designee: Name (please print) _____

Signature _____ Date _____

FSA Budget A/E Input _____ FSA Budget A/E Review _____



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 #8

Subject: Resolution to Replace References to Associate Administrative Director Position

Submitted by: Samin Bhuya, SA President; Louis Poon, SA Treasurer

BE IT RESOLVED that the SA New Club Recognition Policy be amended, such that the text reading “Once an application has been submitted it will be reviewed by the SA Vice President and either the Administrative Director or Associate Administrative Director for compliance with all policies and procedures” be replaced in its entirety with “Once an application has been submitted it will be reviewed by the SA Vice President and either the Administrative Director or Operations Director for compliance with all policies and procedures”;

BE IT RESOLVED that the SA Internal Controls Policy be amended, such that:

- the text under the “Administrative Director” subheading reading “In addition to the responsibilities of all professional staff, to perform an audit or review of the internal control program instituted by the Associate Administrative Director” be replaced in its entirety with “In addition to the responsibilities of all professional staff, to perform an audit or review of the internal control program instituted by the Operations Director”;
- the title of the subheading “Associate Administrative Director” under the heading “Responsibility” be replaced in its entirety with “Operations Director”;
- the text under the “Departmental Directors” subheading reading “Coordinate with the Administrative Director or Associate Administrative Director to periodically review and test the system of internal controls” be replaced in its entirety with “Coordinate with the Operations Director to periodically review and test the system of internal controls”; and
- the text under the “All Employees” subheading reading “Report breakdowns in internal control systems to the Administrative Director or the Associate Administrative Director” be replaced in its entirety with “Report breakdowns in internal control systems to the Operations Director”;

BE IT RESOLVED that the SA Vehicle Policy be amended, such that the text reading “If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or Associate Administrative Director may fill this role as needed” be replaced in its entirety

with “If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or a member of the Professional staff designated by the Administrative Director may fill this role as needed”;

BE IT RESOLVED that the SA Sexual Harassment Prevention Policy be amended, such that each reference to “Associate Administrative Director” be replaced with “Operations Director”;

BE IT RESOLVED that the underlining in this Resolution is used solely for emphasis and shall not be included in the text of the amended policies; and

BE IT RESOLVED that this Resolution shall take effect immediately.



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Resolution - 2023-2024 #9

Subject: Resolution to Update Annual Registration and Requirements for Recognition Policy

Submitted by: Samin Bhuya, SA President; Louis Poon, SA Treasurer

WHEREAS the purpose of this Resolution is to stop tying the completion of the University at Buffalo (UB)'s Bystander Intervention Training with SA's Annual Registration process and timeline; and

WHEREAS this Resolution does not in any way alter any UB requirement that such Bystander Intervention Training be completed; now, therefore

BE IT RESOLVED that the University at Buffalo Student Association Inc. ("SA") Annual Registration and Requirements for Recognition Policy be amended to delete the following text in its entirety:

"b. All Student Association Recognized Club Officers must attend Bystander Intervention Training."; and

BE IT RESOLVED that this Resolution shall be effective immediately.