

**Student Activity and Service Fee Submission Form
for
Trustee Organizations (all campuses)**

Welcome to the 2023-24 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name

NetID

Carlton, Patrick

pgc18001

Email

patrick.carlon@uconn.edu

Your Organization:

UCTV

Organization Website

[Click to visit](#)

Organization Social Media Information

Facebook: <https://www.facebook.com/UCTVCHANNEL14/> Twitter: UCTV Main: <https://twitter.com/uctvchannel14?s=21> UCTV Sports: <https://twitter.com/uctvsports?s=21> UCTV News: <https://twitter.com/uctvnews14?s=21> UCTV Events: <https://twitter.com/uctvd?s=21> Substack (News Letter): https://uctv.substack.com/?utm_source=substack&utm_medium=web&utm_campaign=substack_profile YouTube: <https://youtube.com/c/TheUCTVchannel14> Instagram: UCTV Main: https://instagram.com/uctvchannel14?utm_medium=copy_link UCTV Advertising: https://instagram.com/uctvadvertising?utm_medium=copy_link UCTV Entertainment: https://instagram.com/uctventertainment?utm_medium=copy_link UCTV Sports: https://instagram.com/uctvsports?utm_medium=copy_link UCTV Film: https://instagram.com/uctvfilm?utm_medium=copy_link UCTV Events: https://instagram.com/uctvevents?utm_medium=copy_link TikTok: UCTV Main: <https://vm.tiktok.com/TTPd2WFuwH/> UCTV Advertising: <https://vm.tiktok.com/TTPd2W6yyX/> UCTV Entertainment: <https://vm.tiktok.com/TTPd2WPuop/> UCTV Sports: <https://vm.tiktok.com/TTPd2WmwFy/>

Please provide your Organization's Mission and a brief history

History: UCTV was founded in 1991 to act as a University of Connecticut first student-run and student-funded television station in order to provide all students the opportunity, training, and facilities to produce and air television and video programming. From the start, UCTV has created content that is meant to be enjoyed by and informative to UConn's diverse undergraduate population. Overtime, this began to include video services for student groups on campus looking for coverage. UCTV today Has six content creating departments: Entertainment, News, Sports, Advertising, Events, and Film.

Mission Statement: UCTV serves as a source of news, event coverage, information, and entertainment for its constituents. UCTV provides learning opportunities to students interested in content production and traditional broadcasting through the creation of original student-made content and prepares them for future endeavors in the media industry.

Please upload a PDF of your current Organizational Chart.

[UCTV Visual Organizational Chart.pdf](#)

Please upload a PDF of your Supplemental Excel Sheet.

[FY24 \(updated\) UCTV Organizational Chart Excel Supplemental - New Org Chart \(TSOS SUBMISSION\).pdf](#)

What are your organization's current goals and how do they align with your mission?

Empowering UCTV's Creative Hub:

Investing in industry standard equipment, enriching travel opportunities, fair compensation for our team, and bolstering our archival capabilities. This move aligns with our transition from Google to OneDrive, ensuring a seamless integration of cutting-edge technology.

Navigating the Future of Live Broadcasting:

In light of changes in HuskyVision and the discontinuation of traditional broadcast media on campus, we are actively exploring innovative options to redefine the future of live broadcasting at UCTV. Our commitment is to remain at the forefront of the evolving media landscape.

Fostering Collaborations for Growth:

UCTV is proactively reaching out to departments like FYE, presenting an opportunity to leverage our state-of-the-art space and equipment. This collaborative effort not only expands our organizational footprint but also serves as a catalyst for attracting talented individuals to join our ranks.

Elevating Educational Impact:

UCTV is poised to enhance its educational outreach by going beyond conventional boundaries. Our focus on providing comprehensive film and editing instruction addresses a notable gap in the current campus offerings, empowering individuals with advanced skills unique to UConn.

Building Campus Awareness:

Despite offering crucial resources, UCTV remains relatively undiscovered. Our strategic initiative is centered on raising awareness through dynamic campaigns, engaging events, and innovative outreach. Our goal is to position

Activity Participation and Alignment

1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization.

UCTV offers a range of programs and services to support and engage its constituents, serving as the primary focus of the organization:

Media Equipment Access: UCTV provides access to video and audio equipment, allowing students to create high-quality multimedia content for various purposes, including projects, events, and personal expression.

Professional Editing Software: The organization offers access to professional-grade editing software like Adobe Premiere Pro and DaVinci Resolve, enabling students to edit and enhance their media projects.

Media Content Creation Departments: UCTV's primary focus is on its six media content creation departments, which include Sports, News, Film, Advertising, Entertainment, and Events. These departments allow students to collaborate and produce content in their areas of interest, fostering creativity and skill development.

These core programs and services align with UCTV's mission of empowering students to explore and develop their media and storytelling skills, fostering a dynamic and inclusive campus community.

Who is eligible to participate in your activities?

Undergraduate students of a specific campus

Financials

Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

The allocation of a portion of our budget towards the operations of the organization serves several critical purposes aimed at maintaining efficiency, enhancing engagement, and ensuring the optimal functioning of our services.

Primarily, a substantial portion of the budget is allocated to student and non-student wages, as well as specific organizational expenses. These allocations are instrumental in facilitating the presence of department content directors who are solely dedicated to overseeing the performance of their respective departments. This strategic approach ensures that each department operates with specificity and engagement, fostering an environment where members can actively participate and gain valuable experience in their chosen field within the organization. By dedicating resources to departmental focus, we aim to cultivate specialized and engaging experiences for our members.

Furthermore, the budget allocated for repairs and maintenance plays a pivotal role in ensuring that the equipment serving the UConn community is consistently up-to-date and remains in optimal condition. This allocation is vital to guaranteeing the functionality and reliability of the tools and resources we provide, thereby ensuring that the services offered to the UConn community are of the highest quality and remain undamaged.

Ultimately, the allocation of resources to operational aspects such as wages and organizational expenses is geared towards fostering a conducive environment for skill development, specialization, and the provision of reliable and efficient services to the UConn community. It's a strategic investment aimed at maintaining operational excellence and upholding the standards essential for fulfilling our organizational mission.

3) What percentage of your budget is to support your organization's operations?

65.5

Does your Organization pay any elected or appointed student leaders?

Yes

If so, please list and provide a brief explanation of student payroll.

UCTV has 11 board members, all of which are paid. Several board members have assistants that help carry the workload of their department, they are also paid. Two departments have paid content creators who are hired by external organizations to film and edit videos that are needed for their organization, they are also paid.

Does your Organization pay for any non-student staff?

Yes

If so, please list and provide a brief explanation of non-student payroll.

Non-student payroll goes to paying staff in TSOS

4) What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

35.5

a) How do you determine if these programs and services meet your organizational goal/priorities?
b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?

a) How do you determine if these programs and services meet your organizational goal/priorities?

Quantitatively, we track the usage of equipment within our departments and by community members. This quantified log helps us gauge the actual utilization of resources, offering concrete insights into the effectiveness and relevance of our programs and services. This data-driven approach allows us to assess whether the offerings align with the anticipated demand and organizational objectives. Complementing these quantitative measures, we employ qualitative assessments through surveys. These surveys are distributed among departments and the community to gather insights into their preferences, needs, and areas where improvements could be made. This qualitative feedback provides a nuanced understanding of what our stakeholders value and where there might be gaps between our services and their expectations.

b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?

The effectiveness of our programs and services in meeting the needs and expectations of our constituents is assessed through various means. One crucial aspect is collecting direct feedback from our constituents. This could be in the form of surveys, interviews, or focus group discussions aimed at comprehensively understanding their satisfaction levels, areas of contentment, and any unmet requirements.

Additionally, periodic reviews and assessments conducted in collaboration with representatives from the community and relevant stakeholders enable us to evaluate the impact and alignment of our offerings with their needs. Regular communication channels and forums are established to encourage ongoing dialogue, ensuring that our services remain responsive and adaptive to evolving expectations and needs.

5) For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

6) Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2023, when compared to the previous year's budget and this year's original budget.

As we delve into the intricacies of the FY24 budget, the UCTV board's primary objective has been to secure the sustainable growth and longevity of our organization. In light of past expenditure projections and actuals, a decisive approach to budget categories and calculations was paramount. The FY24 projected budget has been meticulously crafted to reflect a leaner structure with tightened categorical

spending, showcasing a 32% reduction from FY23 actuals of \$387,823.16. It is crucial to highlight that certain FY23 actual categories exhibit higher figures than FY23 projections due to FY22 expenditures carrying over into the subsequent fiscal year, as detailed in the timing anomalies section.

Subscriptions (609):

FY24 Projection: \$3,750 (Decrease from \$9,563.72)

Rationalization: The reduction in this category stems from strategic decisions to trim non-essential areas. While acknowledging the benefits of certain subscriptions, a conscious choice was made to allocate resources to higher-priority areas. Notably, this category encompasses website, domain, and Adobe Creative program subscriptions.

Contractual Services - Organization (615.1):

FY24 Projection: \$23,000 (Increase from timing anomalies)

Rationalization: The increase is primarily attributed to the delayed approval for TSOS payroll in FY23, amounting to \$21,588.17, which is traditionally accounted for under Wages - Non Student. An additional buffer of ~\$1,500 has been allocated to cover any unforeseen contractual services throughout the year.

Wages - Student (642):

FY24 Projection: \$100,000 (Decrease from \$151,910.93)

Rationalization: The decrease results from a combination of reduced working hours, an increase in filled positions, and an uptick in minimum wages. It's important to note that the inflated FY23 figure is attributed to the spill-over effect from FY22 wages, with the actual expenditure being \$91,408.83.

Travel (624):

FY24 Projection: \$45,000 (Decrease from \$77,817.42)

Rationalization: A more decisive approach to sports travel and budgeting has led to a significant reduction in this category. We aim to curtail inflated costs resulting from looser budgeting practices and opportunity costs. Additionally, the decision to discontinue travel to SXSW is based on its diminished value to the organization and increased pricing.

Equipment/Durable Goods (625):

FY24 Projection: \$5,000 (Decrease from \$8,110.98)

Rationalization: The decrease is informed by the current inventory being able to serve the organization on a workable level as budget constraints affected possible increases for updated and sustainable quality equipment. However this will need to be revised as resources such as knowledge student staff will not be able to innovate effective alternatives either from graduation or lack of feasible use from equipment.

Equipment - Capital (626):

FY24 Projection: \$12,000 (Decrease from \$19,872.69)

Rationalization: Similar to Equipment/Durable Goods, the reductions comes from a similar line as equipment/durable goods. For FY 24 budget cuts from previous years are being implemented as decisive and lean budget decisions are undertaken to ensure sustainable organizational activity.

Insurance (627):

FY24 Projection: \$3,000 (Decrease from \$4,540.00)

Rationalization: A comprehensive reassessment of insurance needs has driven this reduction. There are plans to forgo renewing Business Owners Liabilities due to overlapping coverage with the University of Connecticut. Instead, we intend to invest in media liability insurance, crucial for addressing potential legal concerns related to our organizational activities. Furthermore, equipment insurance has been identified as essential, aligning with our future initiatives to develop equipment rental functions for community engagement and revenue generations

Revenue

7) What is the current Fee amount per semester/year?

5

Storrs Undergraduate [Fees](#)
Regional Undergraduate [Fees](#)
GSS Graduate [Fees](#)
Law Graduate [Fees](#)
SSW Graduate [Fees](#)

8) Does your organization receive income from any source other than student fees?

No

Expenses

9) What are the top organization operational expenditures?

Wage Students
Wage Non Students
Insurance

10) How are these expenses similar to or different from the previous year?

The projected expenses for the upcoming year exhibit both similarities and differences in comparison to the previous year.

Wage Students: There will be a slight decrease in expenses attributed to student wages. This reduction is a deliberate move as we implement measures to lower hours and eliminate certain positions. This strategic adjustment aims to optimize resource allocation while maintaining operational efficiency.

Wage Non-Students: Similar to student wages, expenses associated with non-student wages are expected to decrease slightly. This reduction stems from a more decisive approach in utilizing non-student payroll.

Insurance: Anticipated expenses for insurance are set to decrease. This reduction is a result of a comprehensive evaluation of our insurance policies. By reassessing and potentially restructuring our insurance properties, we aim to optimize coverage while reducing associated costs.

11) What are the top organization expenditures for programs and services that you fund?

Equipment/Durable Goods
Equipmen - Capital
Subscriptions

12) How are these expenses similar to or different from the previous year?

Equipment/Durable Goods: There will be a decrease in expenses allocated for equipment and durable goods. This reduction stems from a more decisive approach to managing our equipment needs and maximizing the efficient use of existing resources. However, despite the decrease in budget allocation, the intention remains unchanged:

ensuring high-quality experiences for our members while efficiently utilizing our current stock of equipment. This continuity in strategy reflects a sustained commitment to optimizing resource usage.

Equipment - Capital: Similar to equipment and durable goods, expenses for capital equipment are also projected to decrease. This reduction aligns with the organization's decision to be more decisive regarding equipment needs and maximizing the utilization of existing assets. This strategic adjustment signifies a concerted effort to ensure efficient use of capital resources while maintaining quality standards.

Subscriptions: Comparable to the previous year, there will be a decrease in expenses allocated for subscriptions. This reduction is a result of budgeting decisions aimed at trimming non-essential expenses within our subscription services. However, akin to the past, the organization remains dedicated to ensuring that highly utilized and essential subscriptions are available to the community. This approach demonstrates a continued commitment to prioritizing essential services while managing subscription expenses.

13) What are the top expenditures for Tier II organizations (if applicable) that you fund?

14) How are these expenses similar to or different from the previous year?

Future Year Spending Plans

15) What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

Financial Priorities

Strategic Resource Allocation:

The decision to trim the Subscriptions category by \$5,813.72 underscores our commitment to strategically allocate resources. By prioritizing essential operations over non-essential subscriptions, we aim to maximize the impact of our expenditures on critical organizational goals for the next two fiscal years.

Financial Prudence and Efficiency:

The FY24 budget's 32% reduction from FY23 actuals signals our dedication to financial prudence and operational efficiency. This theme is continued for the next two fiscal years. This approach ensures that each budgetary decision is a deliberate step towards fiscal responsibility, aligning our spending with the organization's overarching objectives.

Risk Mitigation and Adaptation:

Adjustments in the Wages, Travel, and Insurance categories highlight our proactive stance on risk mitigation and adaptation. By optimizing workforce efficiency, strategically managing travel expenses, and

reevaluating insurance needs, we aim to navigate uncertainties and adapt to changing organizational dynamics, fostering long-term sustainability.

Community Priorities

Continue to Provide Media Resources:

As a core aspect of our strategic focus, the budget adjustments align with community priorities by ensuring the continuous provision of media resources. Despite reductions in certain areas, our commitment to delivering valuable content remains unwavering, emphasizing the importance of media resources to our community.

Advancing Resources for the Future (Equipment):

The decrease in the Equipment/Durable Goods and Equipment - Capital categories reflects a strategic approach to asset management. While reducing immediate spending, these adjustments position us to advance resources for the future. The allocated budgets serve as a contingency for urgent upgrades or unexpected damages, ensuring that our equipment remains robust and satisfactory for ongoing operations and future community engagement initiatives. Notably, these adjustments are in line with our plans to build out equipment rental functions, enhancing our capacity for community engagement and revenue generation. This forward-looking initiative aligns with our commitment to providing valuable resources to the community while ensuring the long-term sustainability of our organization.

16) Is your Organization seeking a fee increase?

What dollar amount are you requesting per semester/year?

Yes

8

What is the rationale for the requested increase (i.e., for what is the additional revenue to be spent?). Please be sure to represent this in the Proposed Budget.

The rationale for the requested budget increase is rooted in several factors that have impacted our organization. These factors include the rise in minimum wage, increased costs related to inflation in travel expenses, the need to upgrade our equipment to align with industry standards, the necessity of hiring additional student staff to manage an increased workload, and the unexpected decision to cut Husky Vision, requiring us to find a new outlet to broadcast live to students.

Minimum Wage Increase:

With the rise in minimum wage, our labor costs have increased. To ensure fair compensation for our employees and maintain a competitive edge in attracting skilled individuals, a portion of the budget increase is allocated to cover the higher wages.

Inflation in Travel Expenses:

The inflation in travel costs has impacted our ability to efficiently conduct essential business operations. The budget increase will address these escalated expenses, allowing us to maintain our commitment to delivering services effectively, especially those that require travel.

Equipment Upgrade to Industry Standards:

In order to stay competitive and meet the evolving demands of our industry, it is crucial to invest in upgrading our equipment. The proposed budget includes funds to acquire state-of-the-art equipment, ensuring that we can provide high-quality services and keep pace with technological advancements.

Hiring New Student Staff:

As our workload has increased, there is a need to expand our team to manage the additional responsibilities effectively. Allocating funds for hiring new student staff is essential to maintaining operational efficiency and providing valuable learning opportunities for students within our organization.

Compensation for Loss of Husky Vision:

The unexpected decision to cut Husky Vision has created a need for finding an alternative outlet to broadcast live to students. This may involve additional costs associated with setting up and maintaining a new broadcasting platform. The budget increase is intended to cover these unforeseen expenses and ensure a seamless transition to a new broadcasting solution.

What steps have you taken to reduce expenses and what was the outcome?

To address the need to reduce expenses, several strategic measures were implemented. However, it is crucial to acknowledge that while these measures were effective in achieving cost savings, they also had some unintended consequences, notably increased stress among staff due to larger workloads. Here are the steps taken and their outcomes:

Cutting Staff Hours:

In an effort to control labor costs, staff hours were reduced. While this measure helped in immediate expense reduction, it resulted in an increased workload for the remaining staff. This has led to elevated stress levels among employees, impacting job satisfaction and potentially affecting overall productivity. It is important to monitor the well-being of the staff and address concerns related to workload and stress.

Reducing Travel Trips for Game Coverage:

To mitigate rising expenses associated with travel, particularly inflated ticket pricing for games, the decision was made to limit travel trips for game coverage. While this measure helped in reducing travel-related costs, it may have implications for the quality and breadth of coverage. The outcome should be carefully evaluated to ensure that the reduction in travel does not compromise the organization's ability to provide comprehensive and timely content.

Cutting Contractual Events with Industry Professionals:

Another cost-cutting measure involved reducing or eliminating contractual events with industry professionals. While this helped in reducing expenses associated with external engagements, it may impact the diversity and richness of content delivered to the audience. It is essential to assess the long-term impact on the organization's reputation and the quality of services provided.

Overall Outcome:

What steps have you taken to increase revenue and what was the outcome?

The organization has acknowledged the need to implement alternative revenue sources to better support its activities given current budget constraints. As of this semester, a number of alternatives have been brought up, and some have begun preliminary measures for implementation in the next semester.

□□1. Reorganization of the Advertising Department

□□2. Rental equipment services for internal and external use

While alternative revenue sources would provide the organization with security and services to the community, the reasoning comes from a lack of financing for the current production status of the organization.

The implemented cost-cutting measures have contributed to immediate expense reduction. However, it is crucial to recognize the trade-offs involved, such as increased stress among staff, potential limitations in coverage, and a potential impact on the quality of content. Continuous monitoring and evaluation of these outcomes are essential to ensure that the organization strikes the right balance between cost savings and maintaining its core functions and service quality.

What will the outcome/consequence be if you do not receive the fee increase?

If the requested fee increase is not approved, the organization would face significant challenges and consequences that could impact its overall operations and the quality of services provided. Here are the potential outcomes:

Staff Hour Reduction and Transition to Volunteer-Based Model:

Without the additional funds, the organization may be compelled to cut staff hours further. This could lead to increased workload and stress among the remaining staff. Eventually, the organization might be forced to consider a transition to a volunteer-based model, where individuals may contribute their time without monetary compensation. This could have adverse effects on the morale and sustainability of the organization.

Cutting Travel to Events and Sporting Games:

One of the core experiences provided by the organization involves travel to events and sporting games, offering invaluable hands-on experience to individuals interested in sports-related careers. Without the necessary funding, the organization would have to significantly cut back on these travel experiences. This reduction could hinder the development of participants and limit opportunities for gaining firsthand experience, potentially impacting the organization's reputation and the future success of individuals pursuing careers in sports media.

Limited Access to Industry Standard Equipment:

The requested fee increase includes funds earmarked for upgrading equipment to industry standards. Without this financial support, the organization would be constrained in its ability to acquire and maintain the necessary equipment. This limitation could impede the quality of services offered, hindering the organization's competitiveness within the industry and potentially affecting the skill development of its participants.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

Wages - Students (642):

Timing Anomaly: The notable increase in the Wages - Students (642) category comes from a timing anomaly from FY22. The actual amount spent on wages - students that occurred in the year 2024 is \$91,408.83.

Miscellaneous Revenue (531):

Timing Anomaly: The reported income under Miscellaneous Revenue (531) for FY24 includes a refund from an insurance policy with The Hartford. This anomaly represents a timing difference in when the refund was received and recognized, impacting the reported income/expenditures for FY23.

The Student Activity and Service Fee Advisory Committee will be in touch about additional steps and documentation that your Organization will need to provide along with this packet as a result of seeking a fee increase.

Fund Balance

17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

The organization maintains a recommended minimum fund balance of \$13,400 to ensure its financial stability and the continuity of its operations. This balance is strategically allocated as follows:

Equipment Maintenance, Replacement, and Emergency Funds (\$10,000): A significant portion of the fund balance is earmarked for camera and computer replacements, ensuring that the organization's equipment remains in optimal working condition. These funds also serve as an emergency reserve to address unforeseen events, such as equipment failures or losses, guaranteeing the continuity of essential media production capabilities in times of need. This allocation not only maintains current equipment but also acts as a financial safety net, allowing UCTV to respond effectively to unexpected challenges while supporting the ongoing creative endeavors of its members.

Membership and Community Engagement Initiatives (\$3,400): Beyond its protective role, the fund balance also supports proactive efforts to engage the membership and promote the organization within the university community. These funds can be utilized for organizing large organizational events, fostering a sense of belonging and community among members. Additionally, the balance can be allocated to create promotional materials that help raise awareness of UCTV's activities, attracting new participants and expanding its reach.

Maintaining this recommended minimum fund balance is essential to UCTV's financial sustainability, ensuring that it can continue to provide valuable services, support its members, and respond effectively to any unexpected challenges or equipment needs.

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

If the organization were to experience a surplus in its fund balance, there are strategic initiatives earmarked for implementation across upcoming fiscal years. These actions have been meticulously planned to optimize resource allocation and enhance our service offerings to the UConn community.

Augmenting Payroll and Positions Across Departments: Increasing payroll and positions within departments is a strategic move to enrich the experience for students and membership within the organization. By fortifying departmental capabilities, the organization can deliver more comprehensive services and initiatives. This augmentation allows for larger-scale projects and a more efficient content creation process, directly benefiting students by providing enhanced resources, diverse opportunities, and a more dynamic learning environment. Moreover, it facilitates the creation of more tailored and impactful programs, fostering greater engagement and skill development among the membership.

Increased Allocation for Contractual Services for Events: Allocating more funds toward contractual services for events directly enhances the experiences of students and membership. These events featuring relevant speakers and guests provide unique learning opportunities and networking platforms. By optimizing resources for these events, the organization offers members tailored experiences, fostering connections, skill-building, and exposure to industry leaders. These engagements enrich the student experience, augment skill development, and create a vibrant community within the organization.

Increased Travel Opportunities: The planned increase in travel opportunities, particularly for members involved in sports reporting, presents invaluable experiences for students. These enhanced networking opportunities and exposure to industry insights contribute significantly to their professional growth. The firsthand exposure gained from these travels serves as an educational and experiential asset, enriching their learning beyond classroom settings. Students gain practical knowledge, network with professionals, and bring back valuable insights that augment their academic pursuits and career prospects.

Increased Registration Fees for Networking and Media Conferences: Adjusting and increasing registration fees for networking and media conferences directly benefits students and membership by encouraging and facilitating greater participation. These conferences offer unparalleled learning experiences and networking opportunities. The increased participation provides members with access to cutting-edge information, industry trends, and invaluable connections. It broadens their perspectives, enhances skillsets, and fosters a community of enthusiastic learners and professionals within the organization.

Include what your projected balance will be at the end of this year as well as the next two projected years.

The project fund balance in 2024 is 60,222. For years 2025 and 2026, the fund balances are projected to be \$44,453 and \$29,078.

Other

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

Financials

Please upload the Fee Increase SASFAC Excel Sheet

[UCTV Student Activity Fee Budget Projection Form-23-25.xlsx - Fee Increase only-2.pdf](#)

Advisor & FO Review and Commentary

1. Is the financial document (specifically the columns 'FY23 Actuals' and 'FY24 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

No

2. Do you have comments regarding the FY25 Updated or FY26 Projected Budgets?

Yes

1.a. If not, for what component(s) of the budget would you like to provide information?

Starting fund balance for FY24 original is blank.

Additional Documentation Upload

[UCTV Student Activity Fee Budget Projection Form-23-25.xlsx](#)

2.a. If yes, for what component(s) of the budget would you like to provide information?

FY25 fee revenue is too high.

3. Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

TSOS has worked closely with UCTV to explore alternative revenue streams and make more informed and accurate travel budgets.

Advisor/FO signature

Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - January 30, 2024 at 9:33 AM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

January 18, 2024

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

[1-18 Meeting Minutes.pdf](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Carlton, Patrick - November 17, 2023 at 6:32 PM (America/New_York)

Task

Sent Back

O'Brien, Krista - November 30, 2023 at 12:02 PM (America/New_York)

sent you an email

Benjamin, Dawn

Form Submission - Proposer

Submitted for Approval | Proposer

Carlton, Patrick - December 15, 2023 at 2:16 PM (America/New_York)

Task

Task Completed

O'Brien, Krista - January 2, 2024 at 2:07 PM (America/New_York)

Benjamin, Dawn

Task

Sent Back

Carlton, Patrick - January 19, 2024 at 10:22 AM (America/New_York)

Hi Krista,

I have the updated fy25 revenue and the changes to one of the questions but it won't let me edit the form. Let me know if I should email those over to you.

Form Submission - Proposer

Submitted for Approval | Proposer

Carlton, Patrick - January 19, 2024 at 10:23 AM (America/New_York)

Task

Sent Back

O'Brien, Krista - January 19, 2024 at 1:38 PM (America/New_York)

need to update the spreadsheet (missing starting fund balance for FY24 original)

Benjamin, Dawn

Form Submission - Proposer

Submitted for Approval | Proposer

Carlton, Patrick - January 30, 2024 at 9:26 AM (America/New_York)

Task

Task Completed

O'Brien, Krista - January 30, 2024 at 9:33 AM (America/New_York)

Benjamin, Dawn

Task

Task Completed

Carlton, Patrick - January 30, 2024 at 9:34 AM (America/New_York)

Notification

Notification Sent

Clokey, David - January 30, 2024 at 9:34 AM (America/New_York)

Notification

Generating PDF

O'Brien, Krista

UCTV ORGANIZATIONAL CHART



Org Position/Title	SOLID Equivalent	Authorized Signer?	Responsible for requesting or voting on use of Tier III Funds?	Time Approver?	Max # of Positions in this Role	Paid?	Only complete if Position is Paid					Maximum # of hours an individual in this role is authorized to Work Per Pay Week (Fri-Thurs)?						Per Person: Total Wages at Maximum Pay, if Maximum Hours are Worked	Per Position: Total Wages at Maximum Pay, if Maximum Hours are Worked
							Job Level	Job Code	Job Title	Minimum \$/hr	Maximum \$/hr	Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break		
Executive Board																			
Executive Officers																			
Chief Executive Officer	President	Yes	Yes	Yes	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	12	2	2	12	2	\$7160.71	\$7160.71
Chief Human Resources Officer	Vice President	Yes	Yes	Yes	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	12	2	2	12	2	\$7160.71	\$7160.71
Chief Financial Officer	Treasurer	No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	12	2	2	12	2	\$7160.71	\$7160.71
Chief Operations Officer	Secretary	No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	12	2	2	12	2	\$7160.71	\$7160.71
Chief Marketing Officer		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	12	2	2	12	2	\$7160.71	\$7160.71
Board of Directors																			
Sports Director		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	10	0	2	10	2	\$6,101.13	\$6,101.13
News Director		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	10	0	2	10	2	\$6,101.13	\$6,101.13
Events Director		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	10	0	2	10	2	\$6,101.13	\$6,101.13
Advertisement Director		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	10	0	2	10	2	\$6,101.13	\$6,101.13
Entertainment Director		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	10	0	2	10	2	\$6,101.13	\$6,101.13
Film Director		No	Yes	No	1	Yes	Class 3	311	Student Administrative Specialist	\$17.09	\$17.09	3	10	0	2	10	2	\$6,101.13	\$6,101.13
Vice Presidents																			
VP of Internal Services		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Equipment		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Training		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Maintenance		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Administration		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Diversity		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Programming		No	No	No	0	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$0.00
VP of Content Distribution		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Branding		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
VP of Media		No	No	No	1	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,376.00	\$2,376.00
Assistant Directors		No	No	No	6	Yes	Class 2	211	Student Administrative Assistant	\$15.84	\$15.84	0	5	0	0	5	0	\$2,272.50	\$13,635.00
Paid Department Members																			
Events Content Producer		No	No	No	4	Yes	Class 1	189	Student Video Production Trainee	\$15.84	\$15.84	0	4	0	0	4	0	\$1,900.80	\$7,603.20
Advertising Content Producer		No	No	No	3	Yes	Class 1	189	Student Video Production Trainee	\$15.84	\$15.84	0	4	0	0	4	0	\$1,900.80	\$5,702.40
Trainee Positions																			
Executive Officer Trainees																			
Chief Executive Officer Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Chief Human Resources Officer Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Chief Financial Officer Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Chief Operations Officer Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Chief Marketing Officer Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Board of Director Trainees																			
Advertising Director Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Sports Director Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Events Director Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Film Director Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
Entertainment Director Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -
News Director Trainee		No	No	No	1	Yes	Class 1	111	Student Administrative Trainee	\$15.00	\$15.00	20	20	20	20	20	20	\$ -	\$ -

Code Description		FY23 Actual Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Projected W/O Increase	FY26 Projected W/ Increase	
R e v e n u e s	501.1 General Donations								
	501.2 Foundation Donations								
	501.3 Benefit Fundraiser Donations								
	502 Dues								
	512 Advertising		4,000		4,000	2,000	2,500	2,500	
	513 Awards and Prizes								
	514 Vendor Commissions								
	515 Contractual Services								
	516 Co-Sponsorship								
	520.1 Admissions Sales								
	520.2 Food Sales								
	520.3 Merchandise Sales								
	520.4 Participation Sales								
	520.5 Services Sales								
	522 Registration/Entry Fees								
	523 Rental								
	524 Travel								
	530 Penalties and Fines								
	531 Miscellaneous Revenue		12,612.73						
	533 Change Fund Returns								
540 Business Taxes									
546 Interest		8,172.79	2,500	4,086	1,250	2,478	700	1,000	
547 Student Fees		186,283.59	180,000	180,000	180,000	180,000	180,000	288,000	
Total Revenues		207,069.11	186,500	184,086	185,250	184,478	183,200	291,500	
E x p e n d i t u r e s	601 Donations								
	602 Dues								
	603 Gifts								
	604 Photocopying		(74.62)						
	605 Postage			50	50	50	50	50	
	606 Printing			5,000	250	5,000	250	700	
	607 Promotional Items		7,227.30	5,000	8,000	5,000	4,500	7,000	
	608.1 Refreshments - Organization		838.63	2,500	500	2,500	500	500	
	608.2 Refreshments - Events/Programs		2,701.95	2,000	2,000	2,000	1,000	1,000	3,500
	609 Subscriptions		9,563.72	6,000	3,750	6,000	3,750	3,750	5,000
	610.1 Supplies - Organization		425.79	2,000	250	2,000	250	250	1,000
	610.2 Supplies - Events/Programs		8,615.73	500	200	500	200	200	1,500
	611 Telephone		3,675.00	2,500	2,100	2,500	575	575	575
	612 Advertising			1,000		1,000			
	613 Awards and Prizes		679.43						
	615.1 Contractual Services - Organization		872.21	10,000	2,000	10,000	1,000	1,000	2,000
	615.2 Contractual Services - Events/Programs		21,858.80	15,000	11,000	15,000	5,000	5,000	30,000
	616 Co-Sponsorships								
	617.1 Cost of Food Sold								
	617.2 Cost of Merchandise Sold								
	617.3 Cost of Participation								
	617.4 Cost of Services Sold								
	622.1 Registration Fees			5,000	2,750	5,000		2,000	5,000
	622.2 Entry Fees		11,759.11						
	623 Rental		2,480.00	500		500			
	624 Travel		77,817.42	50,000	45,000	50,000	35,000	40,000	50,000
	625 Equipment/Durable Goods		8,110.98	10,000	5,000	10,000	5,000	7,000	10,000
	626 Equipment - Capital		19,872.69	5,000	12,000	5,000	10,000	10,000	23,000
	627 Insurance		4,520.00	2,250	3,000	2,250	4,000	4,000	4,000
	628 Repairs and Maintenance		877.65	500	1,000	500	1,000	1,000	2,000
	629 Utilities								
	630 Penalties and Fines								
	631 Miscellaneous Expenses		(328.72)						
633 Change Funds									
640 Business Taxes									
642 Wages - Student		151,910.93	118,000	95,000	118,000	90,000	90,000	100,000	
643 Wages - Non-Student		50,363.41	43,000	43,000	43,000	43,000	43,000	43,000	
645 Wage Taxes - Non-Student		4,055.75	6,500	4,000	6,500	4,000	4,000	4,000	
Total Expenditures		387,823.16	292,300	240,850	292,300	209,075	218,075	292,825	
Revenues-Expenditures = Change in Fund Balance		(180,754.05)	(105,800)	(56,764)	(107,050)	(24,597)	(34,875)	(1,325)	
Fund Balance at Start of Year		320,119.71	239,320	139,366	133,520	82,602	58,005	58,005	
Fund Balance at End of Year		139,365.66	133,520	82,602	26,470	58,005	23,130	56,680	

Board Meeting
Thursday, 1-18-2024
7:00 PM | SU 410
[Click here to join the meeting](#)



Attendance

Board of Officers:

Legend | Present: ✓ | Absent: ✗

✓	Chief Executive Officer - Patrick Carlon
✓	Chief Human Resources Officer - Jay Allen
✓	Chief Financial Officer - Vivian Qiu
✓	Chief Operations Officer - Jude Yee
✓	Chief Marketing Officer - Lauren Herrera

Board of Directors:

Legend | Present: ✓ | Absent: ✗

✓	Sports Director - Jordan Rosenthal
✓	News Director - Jen Ryu
✓	Advertising Director - Hailey Madramootoo
✓	Events Director - Sai Vankamamidi
✓	Entertainment Director - Hunter Stenquist
✗	Film Director - Eli Jenkins

VPs:

Advisor:

- Jose Maldonado

Staff

○

General Public/Members

●

Meeting called to order at: 7:03 pm EST

- **Public Comment (up to 10 minutes)**

- What was the best thing you did over break?
 - Jude: ate a lot of sirloin
 - Jay: went to Charlotte
 - Jen: Went to a Spa
 - Sai: Cut her own hair
 - Jordan: nothing
 - Hunter: Bi-annual cabin trip
 - Patrick: Saw a Broadway show
 - Hailey: did nothing
 - Vivian: New cat!
 - Jose: worked- took the past week off!
 - Lauren: Started an internship (not fun); went to a comedy show!
- **Approve Previous Minutes**
 - Motion by Patrick to begin meeting and approve previous minutes
 - Second: Jen
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1

Production Reports

- *News*
 - Pharmacy Advertising Video - Question for Hailey
 - Meetings start next week maybe
 - Re-motioning for XLR Cables - the ones I motioned for last month are temporarily unavailable
- *Sports*
 - Temporary meeting room? Jose? 🙏
 - Will probably start researching postseason basketball pricing. #1 Woo!
- *Events*
 - things aren't happening yet
 - i will be out of the country March 2-17
 - No meetings with members, check-ins instead
- *Advertising*
 - Google Drive
 - Putting Applications on Job X
- *Entertainment*
 - First meeting went great, thx to the homies for pullin up
 - Got a really good room reservation all semester

- Planning shoots
- Will be gone all spring break
- *Film*
 -

Exec Reports

- *Chief Executive Officer*
 - Office Hours
 - [📅 Weekly Office Hours | Spring 2024](#)
 - Individual Meeting Sign Up
 - [📅 Copy of Individual Meeting w/ Patrick | Spring 2024](#)
 - Meeting restructure
 - Department Meeting Times
 - News - Wednesdays at 7pm in SU 317
 - Advertising - Mondays @ 7pm SU 410
 - Entertainment - Wednesdays @5:30pm SU 316
 - Events - check in hours Wednesday 4pm-6pm
 - Scholarship- Advertising
 - Later we will need to vote on the final SASFAC submission
 - We need some folks to do a display for admitted students day April 7th, I will not be able to attend
 - I already signed us up for the involvement fair February 7
- *Chief Human Resources Officer*
 - Working on finalizing contracts before semester ends
 - Events
 - Logo permission contract with “Cooking on wheels”
 - Animation Creator
 - Department Check-ins will start next week
 - Being conducted during office hours or whenever I can catch anyone
 - Triad January 27th from 10:30pm-6:00pm
 - [CLICK HERE TO ACCESS THE TRIAD LEADERSHIP MEETING RSVP FORM](#)
 - Mandatory for E board; department members are welcome to come
- *Chief Financial Officer*
 - Monthly Bills
 - July 2023 - [\\$2,043.00](#)
 - November 2023 - [\\$19,889.20](#)

- Financials from Fall 2023 Presentation - Next Week
 - Good News?
- Equipment and Media Insurance - In progress
 - Just need media insurance form completed
- *Chief Operations Officer*
 - Assettigger news
 - Our account is suspended until we pay for the subscription (\$460 with our current asset quantity)
 - Until we pay the amount, we will have a new checkout contract that my team will be writing up to be distributed either physically or electronically
 - Name
 - Email
 - Phone number (for second contact)
 - List of equipment used
 - Date range of equipment use
 - Agreement that they are liable for any damages or lost equipment
 - Jen: the journalism department has an google form/excel spreadsheet system with coding for high priority due dates
 - Jude: i am interested in implementing that instead of Assettigger
- *Chief Marketing Officer*
 - Gampel Involvement Fair - February 7th 1-6pm
 - UCTV marketing during event



- Updated meeting times and rooms needed
- Film Festival
 - Need to find space and date
 - FYE class for extra credit

- Union, Jorgenson, Oak, MCHU, Werth Forum, Outside, Gant West

- **Motions**

- Motion by Patrick to approve the SASFAC packet vote
 - Discussion:
 - Second: Hunter
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1
 - Motion by Jen for up to \$80 for [Kopul Studio Elite 4000 Series Neutrik XLR M to XLR F Microphone Cables](#)
 - Discussion:
 - Second: Lauren
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1
- Motion by Vivian for up to [\\$2,043.00](#) for July Monthly Bill
 - Discussion:
 - Second: Jen
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1
- Motion by Vivian for up to [\\$19,889.20](#) for November Monthly Bill
 - Discussion:
 - Second: Lauren
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1
- Motion by Vivian to approve the [FY 24 Budget](#)
 - Discussion:
 - Second: Sai
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1

- **Adjournment:**
 - Motion by Jude to adjourn at 8:00PM
 - Discussion:
 - Second: Patrick
 - Vote:
 - For (👍): 9
 - Against(👎): 0
 - Abstain(😐): 1
- **Minutes to be approved at the next meeting**