

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

Welcome to the 2024-25 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name NetID

Bhavsar, Chapal chb21023

Email

chapel.bhavsar@uconn.edu

Your Organization:

WHUS Radio

Organization Website

[Click to visit](#)

Organization Social Media Information

Instagram - @whusradio Twitter - @whusradio Facebook - WHUS Radio

Please provide your Organization's Mission and a brief history

The University of Connecticut's radio station was established in 1923 with the call sign "WCAC." By the early 1940s, it had become WHUS Radio. Since then, it has functioned as a non-commercial, student-operated FM radio station. 'UConn's Sound Alternative,' WHUS offers a wide range of music, news, podcasts, sports broadcasts, and public affairs programming. WHUS Radio has been a valuable resource for UConn students and the surrounding community. The primary purpose of WHUS Radio is to operate the non-commercial FM Broadcast Station licensed to the Board of Trustees at the University of Connecticut while providing learning opportunities for University of Connecticut students. WHUS Radio serves as a platform to amplify and empower both the local and university communities by providing a space for them to share their stories. The station aims to deliver a broadcast service featuring informative and entertaining programming, striving to create the best possible environment and opportunities for University of Connecticut students. Committed to fostering a diverse and inclusive environment, the station actively promotes content from all cultures and creators. Additionally, WHUS Radio offers a publicly accessible learning environment, to students and non-students, for those interested in gaining knowledge and experience in the fields of radio, music, and media.

Please upload a PDF of your current Organizational Chart.

[Copy of 2024 WHUS Org Visual Chart.png](#)

Please upload a PDF of your Supplemental Excel Sheet.

[FY25 Organizational-Chart-Excel-Supplemental.xlsx](#)

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

WHUS's overall organizational goal is to maintain the quality of our broadcasting and educational opportunities and to grow areas of opportunities for participation at WHUS. WHUS is currently undertaking a studio upgrade, making sure our equipment is up to date and working for continued years of student education. There are continued goals of growing our sports department. Restarting in the 2023-2024 academic year increasing our sports coverage to have students, the community and families access coverage of undergraduate sports hitches would otherwise be covered. We are similarly working to regrow news coverage on WHUS, allowing further learning opportunities in broadcast journalism. We are also working to expand our capabilities of concert production, this would allow more space for growing community, culture, and entertainment to the student body at a lower cost.

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.

WHUS primarily provides a learning environment for students and individuals in the UConn community who are interested in broadcasting and media production. Throughout the year, WHUS offers a broadcast training program, for students and community members interested in programming on WHUS-FM or WHUS2. WHUS also offers extensive training in other aspects of broadcast (music, news, sports, engineering, and production) as well as training in other media production (podcasting, videography, and mixing/mastering), as well as speaker events, tabling/giveaway events, and concerts.

Who is eligible to participate in your activities?

- Undergraduate students of a specific campus
- All undergraduate students across all campuses
- All graduate students across all campuses
- Faculty/Staff
- Community Members/Guests

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 significant portion of our budget to the operations of the organization serves a critical purpose aligned with our core mission and the sustenance of essential infrastructure. The primary purpose of this allocation is directed toward the maintenance and upkeep of our broadcast tower and multiple studios, pivotal components for fulfilling our organizational mission. As our mission revolves around providing broadcasting services and valuable opportunities to students, the operational integrity of our broadcasting tower stands as a cornerstone priority. This infrastructure demands a substantial portion of our budgetary resources to ensure its consistent functionality and reliability. Ensuring the operational status of the broadcasting tower is paramount, given its central role in facilitating broadcasting services and opportunities for students. The robustness of our infrastructure directly impacts the quality and accessibility of the services we provide. Therefore, a significant capital investment is necessary to maintain and enhance the tower's capabilities, ensuring uninterrupted broadcasting operations.

Moreover, the complexity and technical nature of managing studio and tower operations necessitate a dedicated and skilled workforce. The employment of consistent professional payroll is indispensable to maintain the technical expertise required for seamless operations. While the organization's primary focus is on students and their leadership development, addressing potential transitional gaps in technical expertise is crucial. This ensures continuity in operations, mitigating risks associated with technical disruptions that could hinder our mission fulfillment.

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

60

Does your Organization pay any elected or appointed student leaders?

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

Yes

The WHUS Executive Board consists of a General Manager, Operations Manager, Student Financial Manager, Training Director, Program Director, and Promotions Director. WHUS positions are paid in alignment to the university student pay scales. We budgeted for up to \$105,000 for student wages in FY25. The actuals for student payroll could be lower, as they were \$92,275.99 in FY24. They are dependent on hours worked by students.

Does your Organization pay for any non-student staff?

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

Yes

We employ two non-students directly: a student organization advisor (salary), serving as the program coordinator and the backbone of professional operations at the station, and a chief engineer (contract) who is responsible for maintaining and repairing broadcast and tower equipment

WHUS in a memorandum of understanding with other tier III organizations, split payment for Trustee Student Organizational Support for additional financial support through financial assistance with Purchase Requests and purchasing processes. We budgeted for up to \$220,000 in FY25 for non-student payroll but only spent \$134,172.28 in FY24.

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)?

40

- 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) Quantitatively, we employ various metrics to assess program effectiveness. These include quantifiable attendance at events and the extent of community awareness regarding our services and programs. Additionally, we track the count of current live broadcasters, podcasters, and the number of trained members actively engaged. These quantifiable measures offer insights into the utilization and popularity of our offerings, indicating alignment with organizational goals. Qualitatively, we use the AFU survey to gauge impact and gather feedback from both the community and our members. This surveys delve into the perceived impact, satisfaction levels, and areas for improvement. It provide nuanced insights into the qualitative aspects of our programs and services, enabling us to adapt and refine offerings based on feedback received. We also hold all member staff meetings with an open forum to gather community feedback. This allows us to make significant improvements to the station in alignment with the needs of our community. Recent implemented projects were autoplaylisting and archiving of our FM broadcast.

B) Quantitatively, we assess the effectiveness of our programs and services by monitoring quantifiable attendance metrics and community knowledge of events and programs. These metrics help gauge the resonance of our offerings within the community, reflecting whether they meet the anticipated level of interest and participation. Qualitatively, we gather feedback through surveys and post-event/service assessments to understand constituents' experiences and perceptions. These qualitative takeaways, combined with the number of listeners for broadcasts and engagement levels, offer valuable insights into whether our services fulfill the needs and expectations of our constituents. This information guides us in tailoring programs and services to better align with their preferences and expectations.

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, 2024, when compared to the previous year's budget and this year's original budget.

The WHUS board has undertaken a strategic approach to the operating budget with a clear focus on enhancing the resources and offerings available to the current community within the evolving radio landscape. Building upon the lessons learned from previous budgetary processes and work that has been done to improve WHUS as a station, FY25 has been a significant turning point in the operations of WHUS due to the significant improvements that have been made in the station. Major allocations regarding studio improvements and upgrades have begun to start being implemented and we are starting to inform members of the station about the impacts of these improvements. Moreover, these improvements have allowed us to see what other secondary purchases must be made in regards to fixing equipment through connectors and such and has allowed us to identify possible critical issues early on before they become bigger costs. This upgrade is a testament to ensuring that WHUS is staying on the forefront of the newest technology to ensure that our members are having the best experiences possible.

Moreover, the board aims to elevate the presentation of current resources and offerings to communities by fostering transparency and engagement. The emphasis is on creating a more interactive and participatory experience for the audience, ensuring that the station's inventory is not only robust but also accessible and tailored to the diverse needs and interests of the community. In alignment with these budgetary adjustments, the short-term goals for the organization revolve around strengthening community connections, improving the overall quality of content through studio upgrades, and enhancing the station's visibility through transparent and engaging communication. These initiatives are strategically designed to reinforce WHUS's role as a dynamic and responsive community radio station, fostering a sense of belonging and satisfaction among its listeners. By

investing in both technology and community engagement, the WHUS board envisions a short-term future where the radio station not only adapts to the changing media landscape but also emerges as a vibrant hub for community expression and connection. These efforts align with the overarching mission to serve and enrich the community through diverse and high-quality programming.

Revenue

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

9

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?

Yes

- a) What are the sources of revenue you currently collect and how much is it that you receive?
 - b) Are these sources consistent or variable from year to year?
 - c) How is this revenue reflected in your organization's projected budget? Please explain.
-

A. WHUS Radio receives most of its revenue from annual student fees. It also receives revenue from different contractual services, including companies that rent space on its broadcast tower annually. It also receives revenue from admissions sales and registration fees to events, as well as accumulated interest on its bank account. In FY24, we received \$447,901.96 in total.

B. These sources are fairly consistent from year to year, we are able to predict tower rent and although the number of student fees can change based on changes in enrollment it has stayed consistent.

C. Our large amount of revenue is reflected by acting as a buffer for the large amount of spending WHUS Radio does, especially this year in FY25 with the ongoing studio upgrade process. It enables us to continue benefitting our constituency by paying for necessary equipment, hosting events and concerts, and keeping professional and student staff employed to run and operate the station. As the studio upgrades continue to go through, this surplus will continue to dwindle down and our budget will be used to fulfill student needs.

Expenses

9)What are the top organization operational expenditures?

Equipment - Capital
Non-student payroll
Student payroll

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

Non-Student Wages: These expenses are expected to remain relatively stable but might have increases if professional staff salary and overall state salary increases. This increase reflects the organization's commitment to retaining skilled professionals and rewarding their expertise, potentially enhancing the quality of services provided.

Anticipated to increase due to filling more positions in an earlier time frame than the previous fiscal year, as well as increased hours from Spring 2024 being in effect for the full fiscal year. The faster hiring aligns with the organization's refocused effort to efficiently provide services and programs. The increase also accounts for larger plans and an anticipated heavier workload, indicating a strategic expansion to cater to growing demands within the organization. Most importantly, the State of Connecticut has increased the minimum wage rate starting in January and therefore we expect this expense to increase

Equipment - Capital: An increase in expenses is anticipated as plans to upgrade studio equipment will be expensed this year. This planned expenditure has been in motion across multiple board cycles, reflecting a strategic, long-term decision. The need to modernize outdated studios and equipment aligns with the organization's goal to maintain current standards and offer high-quality services and programs.

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

Contractual Services - Events
Equipment - Capital

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

There is an anticipated increase in expenses due to the projection of hosting significant events and programs in the upcoming year. The increased budget allocation signifies a concerted effort to revitalize and execute these events successfully, aiming to provide enriching experiences and opportunities for the constituents. We aim to give back to our constituents by providing more events. There is also an overall rise in costs for items due to inflation and this will play a role in the amount of money being asked regarding events.

Equipment - Capital: As discussed in response to a previous question, there's an increase in expenses allocated for upgrading studio equipment.

This upgrade is deemed essential and beneficial for constituents, aiming to modernize outdated equipment to align with current standards. This

investment is expected to significantly enhance the quality and accessibility of services and programs offered by the organization. As we move forward with this, expenses for new purchases will decrease and therefore has been accounted as that in future projections.

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?

WHUS is committed to supporting the college community experience. Through our committees, free concerts, news coverage, and sports coverage, we support both student life and increased awareness of stories, programming and coverage students care about. Our budget reflects covering the daily operations of ensuring a gathering place for students, along with having spaces and activities where they can feel more connected to their fellow students. Our large expenditures in events gives students opportunities to gain fun experiences in a safe and accessible way on campus. Sports coverage to less represented athletic programs at UConn. Covering our amazing sport teams like women's soccer allows students back on campus to connect in ways previously unavailable. With a robust, well renowned, and well traveled Athletics program, we also plan to send sports broadcasters to more games so that we can increase coverage of one of the best programs in the country, and appeal to a wider base: Travel (624) Increased promotion of the station around campus and getting the word out about WHUS, through memorabilia giveaways, tabling/workshop events, and more collaboration events with other student organizations to increase involvement and reach: Promotional Items (605) and Printing (606). We offer many free opportunities for students and the broader UConn community to utilize our equipment and putting that message out into the community will allow us to serve the constituents better. WHUS has also continued to send members to the annual media conference, SXSW giving them valuable skills and knowledge to bring back to WHUS, helping them develop professionally, and helping them create unique learning and growth opportunities connected to broadcasting, music and media. In addition our studio upgrade is a commitment to the continuation of quality broadcasting to the airwaves and quality equipment for our constituents. Our priorities lie in continuous growth and investment to better the student experience at UConn, and to grow a space for belonging and community for everyone. Continuous investments in our programing and experiences fulfills that mission.

16) Is your Organization seeking a fee increase?

No

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?

For WHUS Radio, maintaining an optimal minimum fund balance of \$155,000 is imperative and strategically allocated to address the key components of our infrastructure. This allocation is particularly

meticulous, with specific consideration given to Tower Repair and Studio Repair, amounting to \$100,000 and \$55,000, respectively.

Tower Repair (\$100,000)

A substantial portion of the fund balance, totaling \$100,000, is dedicated to Tower Repair, recognizing the tower's pivotal role as the organizational backbone. In the face of unforeseen damage or malfunction, swift intervention is paramount. The tower is not merely a structural element; it serves as the linchpin for the station's core operations. Any disruption to its functionality directly compromises our ability to broadcast, posing a risk to compliance with FCC regulations.

This prudent allocation reflects a proactive approach, ensuring WHUS Radio's preparedness to address unforeseen challenges promptly. It underscores our commitment to maintaining uninterrupted operations and compliance with regulatory standards, reinforcing our standing as a reliable community broadcaster.

Studio Repair (\$55,000)

Concurrently, \$55,000 is designated for Studio Repair, acknowledging the studio's centrality as the creative hub for content production and broadcasting. Maintaining an optimal studio environment is pivotal to upholding the quality and diversity of our programming. This allocation aligns with WHUS Radio's commitment to delivering content of the highest caliber to our discerning audience.

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?

Through FY25, we have budgeted up to \$90,000 for more capital equipment upgrades (626) to continue the studio upgrades that are essential to our functioning and improvement as a station over the future. Moreover, durable-goods will also help in spending this budget down as we use it to continue to improve our station. (625)

Broadcast, photography, and office equipment can be large expenditures. Throughout the next few years we are projecting the need to do improvements like upgrading our computers, further upgrading studio equipment, and expanding our production equipment. These expenditures and when they will happen is not currently predictable. However in conjunction to our aging equipment, with time the surplus will be spent down to keep the capabilities of the station aligned with industry standards and functional.

WHUS's primary mission is to provide learning and broadcasting opportunities to our constituents and community. However due to limited union hours the full operation of WHUS is in doubt. We are planning for a larger surplus, if we are unable to provide opportunities that we once did for our constituents, the situation may necessitate additional rental costs for space, additional equipment costs to retro fit new space. This so we can continue to ensure WHUS operates as a 24/7 station and a place of vibrant student learning, participation, and community.

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

FY25: \$241568, FY26: \$157,206, FY27: \$252,004

Other

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

Financials

Please upload the SASFAC Excel Sheet

[Student Activity Fee Budget Projection Form-WHUS Radio.xlsx](#)

Advisor & FO Review and Commentary

1. Is the financial document (specifically the columns 'FY24 Actuals' and 'FY25 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

Additional Documentation Upload

No Response

Yes

2. Do you have comments regarding the FY26 Updated or FY27 Projected Budgets?

No

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

WHUS has been saving up money for a number of years (at least 3) in order to pay for a studio upgrade. That project will hopefully be completed this year. Passive revenue on the tower from client has increased significantly, and WHUS is now paying maintenance fees under the new agreement between WHUS/UConn and DESPP.

Advisor/FO signature

Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - November 22, 2024 at 2:43 PM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

November 11, 2024

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

[11_11_24_Minutes \(1\).pdf](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Bhavsar, Chapal - November 14, 2024 at 7:10 PM (America/New_York)

Task

Task Completed

O'Brien, Krista - November 22, 2024 at 2:43 PM (America/New_York)

Benjamin, Dawn

Task

Task Completed

Bhavsar, Chapal - December 9, 2024 at 8:15 AM (America/New_York)

Notification

Notification Sent

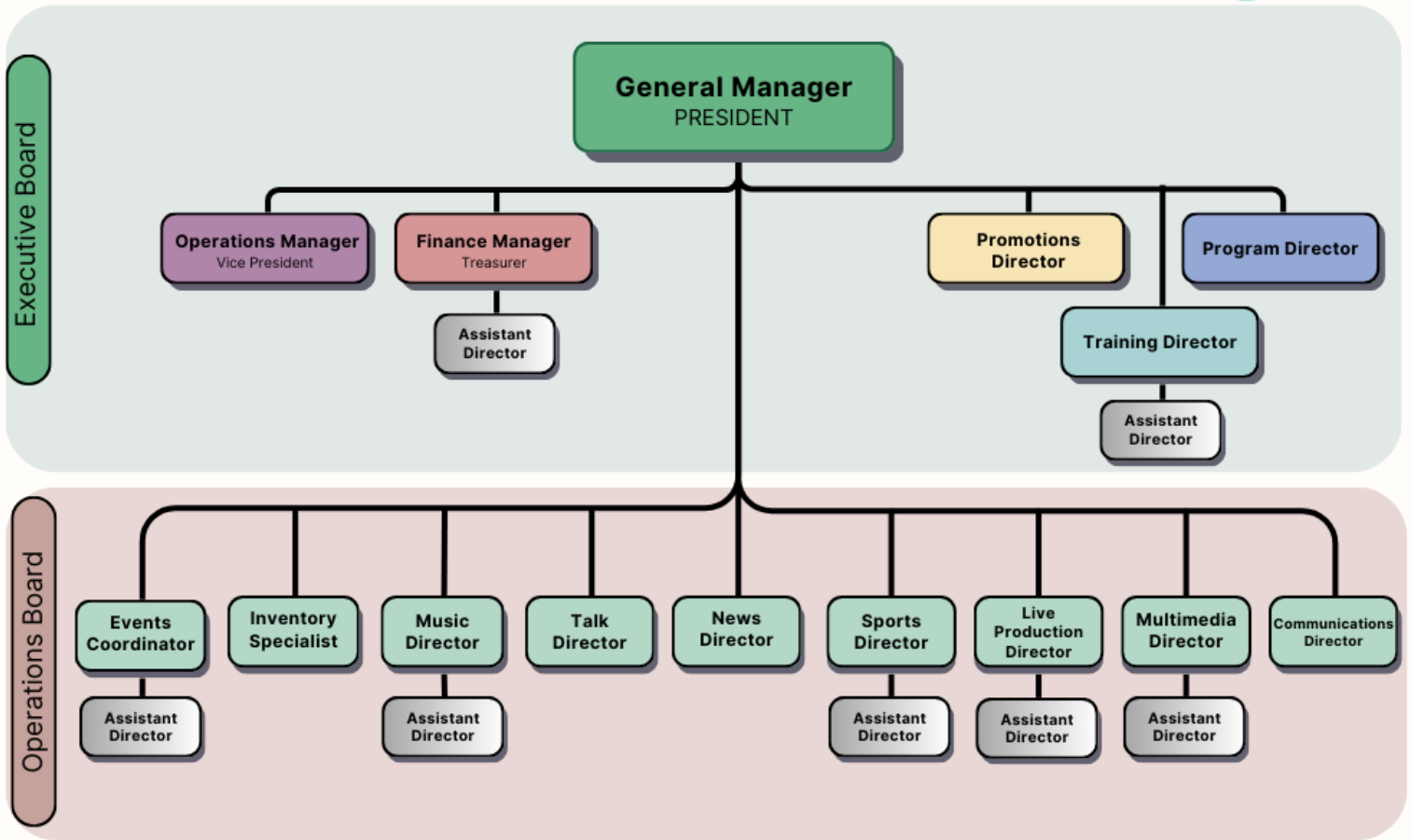
Clokey, David - December 9, 2024 at 8:15 AM (America/New_York)

Notification

Generating PDF

O'Brien, Krista

2024 ORGANIZATIONAL CHART



*Assistants total is 8, however can be moved under different director/executive board as needed.

Last Edited 04/01/24

Org Position/Title	SOLID Equivalent	Authorized Signer?	Responsible for requesting or voting on use of Tier III Funds?	Time Approver?	Maximum Number 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	Whole Organization: Total Maximum Student Wages
							Job Level	Job Code	Minimum \$/hr	Maximum \$/hr	Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break			
General Manager	President/Secretary	Yes	Yes	Yes	1	Yes	4	400	\$ 19.09	\$ 19.09	10	20	6	12	20	12	\$ 15,806.52	\$ 15,806.52	\$ 196,284.92
Operations Manager	Vice President	Yes	Yes	Yes	1	Yes	4	400	\$ 19.09	\$ 19.09	10	20	6	12	20	12	\$ 15,806.52	\$ 15,806.52	
Financial Manager	Treasurer	Yes	Yes	Yes	1	Yes	4	400	\$ 19.09	\$ 19.09	10	20	6	12	20	12	\$ 15,806.52	\$ 15,806.52	
Program Director		Yes	Yes	No	1	Yes	4	400	\$ 19.09	\$ 19.09	10	16	6	12	16	12	\$ 13,515.72	\$ 13,515.72	
Training Director		No	Yes	No	1	Yes	4	400	\$ 19.09	\$ 19.09	10	16	6	12	16	12	\$ 13,515.72	\$ 13,515.72	
Promotions Director		No	Yes	No	1	Yes	4	400	\$ 19.09	\$ 19.09	10	16	6	12	16	12	\$ 13,515.72	\$ 13,515.72	
Talk Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	10	12	6	12	12	12	\$ 10,048.92	\$ 10,048.92	
Music Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Sports Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Communications Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Live Production Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Events Coordinator		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Multimedia Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
News Director		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Inventory Specialist		No	No	No	1	Yes	3	381	\$ 17.09	\$ 17.09	6	12	6	8	12	8	\$ 8,613.36	\$ 8,613.36	
Assistant Directors		No	No	No	5	Yes	2	211	\$ 15.84	\$ 15.84	6	8	6	6	8	6	\$ 5,892.48	\$ 29,462.40	
Committee Members						No											\$ -	\$ -	
DJs						No											\$ -	\$ -	

Code Description		FY24 Actual Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Original Amount	FY26 Updated Amount	FY27 Projected Amount
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						
	513 Awards and Prizes						
	514 Vendor Commissions						
	515 Contractual Services	\$104,501.76	104,502	104,502	104,502	104,502	104,502
	516 Co-Sponsorship						
	520.1 Admissions Sales	\$636.55	530	530	530	530	530
	520.2 Food Sales						
	520.3 Merchandise Sales						
	520.4 Participation Sales						
	520.5 Services Sales						
	522 Registration/Entry Fees	\$250.00					
	523 Rental						
	524 Travel	\$40.00					
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest	\$24,486.25	12,000	46,794	10,000	10,000	8,000	
547 Student Fees	\$343,010.37	324,000	324,000	324,000	360,000	378,000	
Total Revenues		\$472,924.93	441,032	475,826	439,032	475,032	491,032
E x p e n d i t u r e s	601 Donations						
	602 Dues						
	603 Gifts						
	604 Photocopying						
	605 Postage	\$58.85	100	100	100	100	100
	606 Printing	\$527.50	2,800	1,000	2,800	2,800	2,800
	607 Promotional Items	\$10,687.50	4,000	10,000	8,000	8,000	8,000
	608.1 Refreshments - Organization	\$360.89	800	2,000	800	1,000	1,000
	608.2 Refreshments - Events/Programs	\$1,667.97	1,700	5,500	1,700	2,200	2,200
	609 Subscriptions	\$11,831.04	15,000	14,000	15,000	15,500	16,000
	610.1 Supplies - Organization	\$2,228.99	5,000	10,000	7,500	5,000	5,500
	610.2 Supplies - Events/Programs	\$1,199.32	1,000	2,000	1,000	2,000	2,000
	611 Telephone	\$8,290.83	8,700	8,700	8,700	8,700	8,700
	612 Advertising						
	613 Awards and Prizes						
	615.1 Contractual Services - Organization	\$2,234.12	10,000	30,000	10,000	25,000	27,000
	615.2 Contractual Services - Events/Programs	\$64,101.74	60,000	75,000	80,000	75,000	75,000
	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	\$4,636.90	3,500	5,000	8,000	7,000	7,000
	622.2 Entry Fees						
	623 Rental	\$6,719.94					
	624 Travel	\$32,295.45	15,000	35,000	15,000	34,000	36,000
	625 Equipment/Durable Goods	\$3,200.38	2,000	75,000	4,000	10,000	10,000
626 Equipment - Capital	\$22,752.02	10,000	90,000	18,000	18,000	22,000	
627 Insurance	\$9,153.00	9,250	9,250	9,250	9,250	9,250	
628 Repairs and Maintenance	\$17,363.35	7,000	22,000	10,000	10,000	10,000	
629 Utilities							
630 Penalties and Fines							
631 Miscellaneous Expenses	-\$5.00						
633 Change Funds							
640 Business Taxes	\$20,604.00	17,000	17,000	17,000	17,500	17,500	
642 Wages - Student	\$92,275.99	120,000	105,000	125,000	110,000	115,000	
643 Wages - Non-Student	\$194,336.51	245,000	220,000	225,000	230,000	235,000	
645 Wage Taxes - Non-Student							
Total Expenditures		\$506,521.29	537,850	736,550	566,850	591,050	610,050
Revenues-Expenditures = Change in Fund Balance		-\$33,596.36	(96,818)	(260,724)	(127,818)	(116,018)	(119,018)
Fund Balance at Start of Year		\$766,662.28	406,842	733,066	310,024	472,342	356,324
Fund Balance at End of Year		\$733,065.92	310,024	472,342	182,206	356,324	237,306

WHUS Executive and Operations Board Meeting
Monday, November, 11th 2024
4PM In-Person [Virtual](#)

Present:

Executive Board: Sophia Curran, Gillian Brown, Henry St. Pierre, Marli Miller, Chapal Bhavsar (Virtual)

Operations Board: Thalia Salmon, Sire Brock, Katie Servas, Chris Trahiotis, Nicholas Mills, Colin Edwards, Jay Snell, Kate Hoffert, Paige Ferreira

Other: Jason McMullan (Virtual)





Chapal Bhavsar proxied to Katie Servas

Meeting called to order 4:01 PM

Kate entered at 4:10 PM

Paige entered at 4:36 PM

New Business

1. Approve minutes from 11/4/24  11_4_24_Minutes
 - Motion to approve minutes from 11/4/24
 - Moved by Henry
 - Seconded by Katie
 - Motion passes unanimously
2.  FY25 Adjustments  WHUS_Operating-Budget-FY25.xlsx
 - i. Promotions (Code 607): Increase to \$10K approved by board
 - ii. Estimated fund balance at the end of FY25 should be \$241,568.
 - Motion to approve the WHUS Operating Budget for FY25
 - Moved by Katie
 - Seconded by Marli
 - Motion passes unanimously
3.  FY25 Organizational-Chart-Excel-Supplemental.xlsx
 - Motion to approve the FY25 Organizational Chart Supplemental
 - Moved by Katie
 - Seconded by Marli
 - Motion passes unanimously
4. Up to \$1000 for XL center travel fund
 - i. “Money in the bank” for sports travel to Hartford

- ii. Meant for emergencies, if driving is more convenient than the bus, or if an uber/lyft/other emergency transportation home is needed
- iii. Not anticipating spending all of this, but good to have on standby
- Motion to approve up to \$1000 for XL center travel
- Moved by Katie
- Seconded by Marli
- Motion passes unanimously

Discussion

1. Archive/playback for radio show / auto playlisting
 - a. Archiving through Spinitron is up and running
 - b. Auto-playlisting should begin this coming Tuesday
2. Otter.ai subscription
 - a. An auto-transcribing tool, used for archiving last year
 - b. Apple and Android have transcribing tools through voice memos (and similar apps)
 - c. Board members do not see a need for the subscription moving forward, are comfortable canceling the subscription
3. Tuesday, November 19, 2024 7:00PM WHUS all member meeting Gant West 001
 - a. If anyone has ideas for games/activities/presentations, please reach out!
 - b. Studio upgrade update
 - c. Spinitron update
4. Nutmeg Space Request
 - a. Nutmeg wants to use the Big Room for a week, from 9am-5pm every day, for yearbook senior portraits (Monday-Friday)
 - b. Unspecified week during the spring semester (they have said they can be flexible)
 - c. Photography equipment/backdrops would be packed up at the end of every day, but would not be moved out of the Big Room
 - d. Professional photographers, not Nutmeg staff
 - e. Would have to “make it work,” - find an alternative space for committees, board
 - i. Create a shift schedule?
 - f. Big Room cannot be closed, WHUS does not want to be liable for the photographers’ equipment
 - g. We may want a WHUS staff member present at all times, to prevent liability/stealing
 - h. Board willing to work it out, open to helping Nutmeg, as long as liability is discussed
5. News Assistant
 - a. News workload has increased exponentially, Katie would be more comfortable having an assistant going forward
 - b. We have the money, since we never hired a Finance assistant

- c. Committee: Katie, Nick, Gill
- 6. Bylaws Committee November 15 2:45 PM
- 7. Battle of the Bands
 - a. Feb. 15th, current location Student Union Ballroom
 - b. Applications for bands should go out Wednesday

Updates

- 1. Close doors when you leave

Reminders

- 1. Keep the Station Clean!!!!

Motion to adjourn at 4:59 PM

Moved by Marli

Seconded by Katie

Motion passes unanimously