RMIHC Master Log

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|  | Whole Committee | Secretaries | Treasurers | New Members |
| January/  February | Welcome new members!  -Assign roles.  -Pick dates for next conference.[[1]](#footnote-1)  -Set application deadlines.  -Inform Scott Miller of changes in committee membership.  -Tell Ted Lytle who’s cubicle key goes to whom.  -Decide on a keynote speaker.[[2]](#footnote-2) | -Share access with email account, dropbox, FormAssembly, website editing.  -book welcome reception and keynote rooms.  -update website with new dates.  -1 secretary should be a signer on BuffConnect. | -Review accounts (where money stands, what needs to be raised).[[3]](#footnote-3)  -Become signers on BuffConnect. | -Ideas for professional development panel. At least have a title to put on the CFP. |
| March | -Send out call for papers.  -Use email lists from the Dropbox; update lists if any undelivered emails.  -BCC your list; put RMIHC as the main addressee. | -update FormAssembly application form.  -update website with link. |  | -Finalize professional development panel agenda. Reach out to potential panelists before the end of the year. |
| April/May  **Applications due.** |  | -Remove application link from website. | -Set up online system for registration and payment of fees. |  |
| June | -Review applications.  -Start assigning smaller tasks: posters, program, advertising. | -Email acceptances/ rejections.  -Email welcome packets when people register.  -Manage email account. | -Begin working on catering menu and budgeting food. |  |
| July  **Registration deadline.** | -Put panels together. | -Send out reminder re: registration deadline 2 weeks before.  -Match roommate requests as applicable. | -Make sure catering is good to go and that they have the payment info—must be done by school start or they will cancel reservations. |  |
| August  **Papers due for prize.** | -Solicit readers for $150 paper prize (2-3 faculty members).  -Reach out to new cohort- attend their orientation to tell them about RMIHC.  -Start volunteer recruiting. Send out sign-up sheet (google doc).  -Poster and email advertising. Target faculty directly (for attending the keynote) if that’s a priority.  -Complete annual registered student org renewal paperwork and 1 person attend annual RSO training (see BuffConnect). | -Continue to manage emails.  -Send out reminder about submitting papers/bios. |  | -Touch base with professional development panelists/make sure everyone is still on board. |
| September  **All papers due.** | -Finalize program, chairs, commentators, volunteers.  -touch base with keynote speaker.  -someone go to Costco for pastries.[[4]](#footnote-4) Can charge to university account if the grant you have allows food.  -Spam department with program and poster, offer your undergrad classes extra credit for attending, etc. | -Printing (programs, posters, big poster for hallway, name tags)- cheapest and easiest option is print through CSI and pay through university account.  -Registration packets: nice CU folders, pens, mini notebook, campus map.[[5]](#footnote-5)  -Reach out to registrants a week before conference. Send them a copy of the program.  -Update website with program. | -All catering is final and cannot be changed 10 days before event!  -Rent tables/chairs for the panels, registration desk, pastry table (catering brings their own stuff for coffee table).[[6]](#footnote-6) | -Half Fast Subs order for professional development panel.[[7]](#footnote-7)  -Come up with questions as chairs of professional development panel. |
| October | -Thank you notes to chairs and commentators.  -Submit receipts for reimbursement. | -Update survey questions and send out survey.  -Continue to manage email account. |  |  |
| November |  | -Call for executive committee applications. |  |  |
| December  **Applications due.** | -Decide on new members. |  |  |  |

**Basics:**

* We have two money accounts: the department account and a university account through the Center for Student Involvement (CSI, located on the 3rd floor of the UMC)
  + University account: no money there unless you apply for/win a grant through SOAC, UGGS, etc-- watch your e-mails for opportunities
    - Some university funds do not allow food purchases (read fine print)
    - University funds can only be used for events open to all students-- so make sure you word your grants, advertising as open and free to all CU students!
    - Fine print example: UGGS only awards grants to student organizations once a school year; we were last awarded money from them in September 2018
  + Department account can be used on anything Kellie approves
* No money can be spent on alcohol
* Most of our spending goes through the department account; each year we ask the department head for a donation to the RMIHC account, usually around $2,000
* Speedtype: the account number (you’ll see this a lot on catering and other payment forms-- ask Kellie or Colin at CSI for the speedtype, depending on which account you’re spending from)
* RMIHC is technically a student organization so have all the resources of any student organization open to us (grants, funding, the CSI center, print center, discounts, etc)
* All food for student organization events must be catered through the UMC catering office (or carefully snuck in…)
* We try to keep ~$2,000-$3,000 roll over in the account each year to pay for expenses before we get registrant’s fees (which doesn’t happen until September, and most things like catering and advertising are charged in August)
* Kellie has the spreadsheets with current status of department account-- ask her for a copy when needed
* We spend ~$3,500 each year
* Registration Fees: CU students free, non CU students are $40 before registration deadline, or $50 after registration deadline (usually a month before the conference)
* Registrant’s fees are only a small fraction of our income-- the department’s annual donation and any grants you can apply for are absolutely vital!
* All past grant applications, financial spreadsheets, catering bills, etc are kept in the dropbox; make new folders and save anything for this year’s conference too! They’re a great cheat sheet when you get stuck

**Helpful People:**

* Kellie Matthews in the history department for most department questions, especially about the department RMIHC account [kellie.matthews@colorado.edu](mailto:kellie.matthews@colorado.edu)
* Yeng Vue in the UMC Catering Office [yeng.vue@colorado.edu](mailto:yeng.vue@colorado.edu)
  + She’s super helpful at booking rooms and catering for the welcome reception and keynote, coffee for the panels
  + Her office is in the UMC on the 1st floor behind Jamba Juice, Celestial Tea
* Colin Spaulding CSI Liaison-- can help with spending university funds, university grants, planning, Buff Connect questions, anything related to our organization [colin.spaulding@colorado.edu](mailto:colin.spaulding@colorado.edu)
* Rebecca J Aker in the CSI Accounting Office for any questions regarding university funds [Rebecca.Aker@colorado.edu](mailto:Rebecca.Aker@colorado.edu)
* Tracy Berger helped us with the online registration payment system last year, I’d ask her about it again! [Tracy.Berger@colorado.edu](mailto:Tracy.Berger@colorado.edu)

**Helpful Links:**

* UMC Catering menus: <https://www.colorado.edu/umc/events/catering>
* Room Scheduling: <https://www.colorado.edu/umc/events/scheduling>
  + You cannot schedule academic classrooms Monday through Friday from 8-5 (but Kellie can, if needed!)
  + Some rooms aren’t available on this site and must be booked through catering, CSI, or the department
* Buff Connect: the student organization portal where you do university paperwork/forms, view university account funds and spend them, submit print orders, take the signer quiz, do the RSO training and paperwork <https://orgsync.com/login/university-of-colorado-at-boulder>
  + You’ll need to add the new committee members to the RMIHC group on Buff Connect
  + Our CSI Liason Colin can help with all Buff Connect related questions, set up, etc
* (all of these are the same login as any of your university stuff)

**Catering Suggestions/Advice:**

* Welcome reception: don’t need any AV or tech for the room, but must use UMC catering
  + Plan for ~30-40 guests; the UMC needs an exact number, but they usually give way more food than necessary (ordering for 30 is really enough for 50)
  + Event is usually lightly attended
  + Plan to spend $500-$700; something light in the $11-$12 a person range
  + Catering includes all the staff, set up, tables, beverages, etc-- you don’t need to do or bring anything!
* Keynote dinner: fancy dinner, plan to spend $15-$17 a person
  + You do need AV/tech for the speaker for this event, and the university charges to show us how to press a button and plug in a laptop…(you’ll indicate this need when you book the room/catering)
  + Plan for ~40 people; again, they provide way too much food usually
  + All registrants get free keynote, all CU students who volunteered for 2+ shifts get free keynote; any guests (of registrants or CU students/faculty) are $20 a person
    - Last year some registrants indicated and paid for a keynote dinner guest on their online payment, but the system didn’t really give us a way to see if they did this-- something to troubleshoot!
* For the professional development lunch we use Half Fast Subs (probably 5 party subs) and the history dept will reimburse whoever orders it (need itemized receipt); don’t need to put in the order until 48 hours before. Person who pays for it doesn’t need to be the one to pick it up
* Getting catering and other costs through our university account is usually easy, they pay directly and it’s not a reimbursement situation
* the department is almost always a reimbursement (UMC catering aside, where applicable)
* For panels we do the coffee through UMC (they set up tables and cups), but someone with a Costco membership gets pastries, cookies, fruit trays, plates/napkins/silverware, drinks for professional development lunch and then get reimbursed through the history dept

1. Avoid football games, parents’ weekend, and Jewish religious holidays. Scheduling the conference within the first month of the semester is the best bet before people get too busy. [↑](#footnote-ref-1)
2. We alternate gender and regional specialty of the speaker each year. Look at programs in the cubicle for past speakers. [↑](#footnote-ref-2)
3. Remember ~$1000 from registrant fees roll in after the conference ends, which helps get started the next year but doesn’t help with the current year costs! [↑](#footnote-ref-3)
4. Can charge to university account if the grant you have allows food. [↑](#footnote-ref-4)
5. Bookstore, Staples, Office Depot all have CU stuff. Ask campus admissions office in Regents for free maps (and occasionally other stuff like pens). Charge to university account if applicable. [↑](#footnote-ref-5)
6. We usually use RC catering; if someone has a truck it’s way cheaper to pick them up and return them ourselves, but they do deliver for $100. We’ve done 4 tables and 12 chairs but adjust as needed! This is also a good thing to have reiumbursed through the CSI university account. [↑](#footnote-ref-6)
7. Usually reimbursed through the department but depends on the type of grant you have. [↑](#footnote-ref-7)