RMIHC Treasurer Duties

**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)
* I’ve also taped several business cards to the desk in the cubicle for other useful things

**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)

**Timeline:**

Mid-February

* 1st meeting: assign roles and notify Scott; give new members access to e-mail, dropbox, cubicle/keys, etc; set conference dates and application deadlines (keep in mind any religious holidays, big university events when choosing!!!)
* Secretaries book welcome reception and keynote rooms, update website with dates
* Treasurers review accounts and see where money stands, what needs to be raised
  + Remember ~$1,000 from registrant fees roll in after the conference ends, which helps get you started the next year but does nothing for the current year costs!
* Think about ideas for professional development panel-- have at least a title to put on the CFP
* Start reaching out to people and nail down who the keynote speaker will be-- another great thing to have on the CFP!
  + keynote speakers can be difficult to get on board, best to pin down early!
  + We alternate gender and regional speciality of the speaker each year-- look at programs in the cubicle for past speakers but 2019 is due for a female Europeanist or Americanist
* 2 or 3 people need to take the signer’s quiz on Buff Connect in order to have access to accounts and be authorized to actually spend money, book rooms, etc

March 1st: send out call for papers!

* The e-mail lists are in the dropbox
* make sure to update them if you get emails returned/ new contacts
* BCC your list, but put RMIHC as the main addressee
* Resend CFP later in spring (maybe after finals) if response is lagging

May

* All applications should be due around end of May

June

* Committee members meet to review applications and make selections; tentatively put together a program
* Secretaries e-mail acceptances and rejections, welcome packets, manage e-mail
* Treasurers begin working on catering menu and budgeting food
* Treasurers set up online payment system for registrant fees
  + Last year the online payment system was also a registration system, doubling up on the one the secretaries already do-- consider consolidating this perhaps? Registrants essentially registered twice and some forgot to do the payment one because there were two separate ones
* Start assigning smaller tasks: making program, making posters, advertising

July-August

* Make sure catering is good to go and they have the speedtype/payment info-- must be done by school start or else they’ll cancel reservations!
* Find paper prize readers (at least two, maybe three faculty members); any papers submitted for the $150 paper prize should be submitted by a couple weeks before the start of school so the faculty have time to read/decide on winner

August

* reach out to new cohort, attend their orientation and talk to them about RMIHC
* Start the volunteer spreadsheets and recruiting!
* Start finding panel chairs and commentators
* Poster and email advertising
* Complete the annual registered student organization renewal paperwork and one person needs to attend the RSO training (see more on Buff Connect)
* Sometimes you have to retake signer’s quiz, sometimes you don’t (university keeps changing this)

September

* Finalize program, chairs, commentators, volunteers
* Touch base with professional development panelists, keynote speaker
* All catering is final and cannot be changed 10 days before event!
* Rent tables and chairs for the panels, registration desk (catering has their own for coffee stuff, except for the pastry table)
  + 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
  + I think last year we did 4 tables and 12 chairs, but adjust as needed!
  + This is a great thing to have reimbursed through the CSI university account!
* Printing (programs, posters, big poster for hallway, name tags)-- cheapest and easiest to do in the CSI and pay through the university account
  + Another thing to charge to the university account
* Buy stuff for registration packets-- nice CU folders, pens, a mini notebook, a campus map
  + Bookstore, Staples, Office Depot all have the CU stuff
  + Ask the campus admissions office in Regents for free maps (and occasionally other stuff like pens)
  + Charge to university account if applicable
* Costco foodstuff
  + Can charge to university account if the grant you have allows food (and you say the pastries, panels are open to all CU students)
* Half fast order
  + Usually reimbursed through department, but depends on type of grant you have
* Reach out to registrants week before conference, send them a copy of the program
* Spam department with program & poster, your undergrad classes, etc!

**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

I’m sure there’s tons of stuff I’ve forgotten! As always, if you have questions I’m just an e-mail away!

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