



Frontier Fiesta Association  
Attn: Student fee Advisory Committee  
From; Jeff Syptak, 2012-2013 Frontier Fiesta Chairman  
SSF Request for 2012-2013  
One Time Allocation Request

The Frontier Fiesta Association is requesting FY2013 one-time allocation of to help fund Frontier Fiesta 2013. This one-time request is to cover any additional operational expenses Frontier Fiesta will encounter due to changing locations. Frontier Fiesta was able to approve our new site location through the Parking and Transportation Advisory Committee on October 19th, 2012. Since then, Frontier Fiesta has started or has continued conversations with the following entities: Allied Production Services, University of Houston Fire Department, University of Houston Police Department, University of Houston University Services, and the University Center.

Through our conversations with these entities, some of the costs we have estimated and have received bids for include:

Parking spaces rental service: **\$8,500.00**  
Additional cost of generators (not already included in our Base Augmentation): **\$1,500.00**  
Water costs: **\$6,000.00**  
Security costs (in addition to what Frontier Fiesta is already paying): **\$14,048.00**  
Additional administrative charges at 6%: **\$1802.88**  
Additional VPSA charge of 1.5%: **\$450.68**

**Total: \$32,301.56**

Because Frontier Fiesta will be in our new location for the period of 2-5 years, we are asking for a one-time request now. Our organization understands that Frontier Fiesta 2013 is a test year of our new location. We will take notes and assessments of everything we do not only in operations, but every other department as well. Whatever funds Frontier Fiesta does not utilize, we will return these unused funds to SFAC. Frontier Fiesta hopes to make these additional costs part of our Base Budget next year. This year, the 2012-2013 Frontier Fiesta Board of Directors have been hard at work reworking the way we approach fundraising, marketing, and presenting ourselves to different entities inside and outside our university community. Every year, each Board works to make Frontier Fiesta bigger and better than the previous. These additional operational costs will set a foundation that future boards can build off of. This is why this Board has been as cautious as it is. We want to ensure we are making the right decisions which will help the organization be viewed in a better light by our current students, faculty, staff, alumni, our corporate sponsors, and all Houstonians. The Frontier Fiesta Association strongly believes we are heading in the right direction and we hope the Student Fee Advisory Committee sees this also.



Frontier Fiesta Association  
From: Jeff Syptak, 2012-2013 Frontier Fiesta Chairman  
Attn: Student fee Advisory Committee  
SSF Request for FY 2014  
Base Augmentation Request

The Frontier Fiesta Association is requesting a FY 2014 Base Augmentation of \$6,014.49 for the creation of a Frontier Fiesta Vice-Chair position. Currently the Chief of Staff is the Chair's right hand person who takes care of the day to day activities of the Frontier Fiesta Office while the Chair and Board members are not present in the office or are at the Fiesta City build site. The Chief of Staff is considered a part of the Executive Board of Directors but is not a compensated position. Previous boards including the 2012-2013 Frontier fiesta Board has had a hard time fulfilling this position. The person who accepts the position is purely doing the job from a volunteer stand point.

The Frontier Fiesta Association strongly feels by changing the title of the position from Chief of Staff to Vice-Chair, we will be able to continue creating retention among individuals on the Board. We will also again be developing a succession plan in case the Chair is not able to perform their duties. The Frontier Fiesta Vice-Chair duties will consist of the following:

1. To serve as the second in command on the Board of Directors and the acting Chair of Frontier Fiesta in the Chair's absence, including the following:
  - a. Representing the Frontier Fiesta with University and Houston community in meetings and activities
  - b. Running meetings
  - c. Providing direction to Directors, Assistant Directors and other Frontier Fiesta student staff as needed
2. Maintaining the operating budget and keep track of all financial records
  - a. Report on the budget at all Board of Director meetings
  - b. Prepare the annual budget for the SFAC budget process
3. Supervise the Director of Development, and support all Development activities
4. Oversee the day-to-day operations of the Frontier Fiesta Board and office
  - a. Notifying all Board members of meetings, events, and build and Fiesta shifts
  - b. In conjunction with the Chair, develop the agendas for all meetings
  - c. Summarize meetings in writing and post to the Fiesta shared folder
5. Work in shifts with the Chair and Directors to provide constant coverage at the build, event, and tear down.
6. Recruit and coordinate all volunteers for Frontier Fiesta. Report volunteer hours back to agencies.
7. Coordinate assessment efforts for Frontier Fiesta, including attendees, student participants, community partners, and University partners. Report findings of assessment in annual budget request report.
8. The Vice-Chair will report directly to the Chair, and serves at the pleasure of the Chair. The Vice-Chair will be selected at the same time as the other stipend student leaders. The Vice-Chair must maintain the minimum GPA and class hours required by the Stipend Student Leader policy.
9. The Vice Chair will serve 20 hours per week, 15 of which must be in the office, except during Fiesta build, the event itself, and during clean up. During these times, the Vice- Chair must check phone messages and Frontier Fiesta email account daily.

By adding this new position, Frontier Fiesta will be able to work more efficiently towards our common goal. There will be more accountability established within our Board. Never before has any Board had a Vice-Chair and the Frontier Fiesta Association strongly feels the creation of this position will help this organization think in the mindset of a business. Every year, each Board works to make this event bigger and better than the previous. The Vice-Chair position will help get Fiesta gets one step closer to achieving this vision.

We are seeking to compensate this position at \$466.24 per month for 12 months.

Annual Stipend:	\$5,594.88
VPSA Fee:	\$ 83.92
Administrative Fee:	<u>\$ 335.69</u>
Total Request	\$6,014.49