

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Thursday, 28th July 2016 at 9 AM

Joe Crowley Student Union, President's Conference Room, 3rd Floor

1. CALL MEETING TO ORDER

Director Long called the Department of Clubs and Organizations meeting to order at 9:09 am in the President's Conference Room, 3rd floor of the Joe Crowley Student Union. Presiding secretary, Andrea Godoy.

2. ROLL CALL

Director Long, CFS Desamero, Commissioner Carrasco, Commissioner Ronquillo, Commissioner Tarr, and Commissioner Wang were present.

Commissioners Bittar and Hidalgo were absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
All People Christian Ministries	Tier 1	\$77.23	Tier 1	\$71.96
All People Christian Ministries	Tier 1	\$445.56	Tier 4	\$653.10
Delta Sigma Pi	Tier 1	\$705.25	Tier 4	\$445.76
Kappa Delta Chi	Tier 4	\$108.00	Tier 4	\$108.00

Delta Sigma Pi sent the president and a proxy for the treasurer; the proxy notice was given to Commissioner Tarr. They want the money for recruitment purposes.

Commissioner Tarr said they will need to split up the supporting documents. They are also listed as tier 4 on the application but tier 1 on the agenda.

Director Long said they will approve it as tier 4.

Commissioner Tarr said there are two screen printing fees on the supporting documents but all the others they have seen only had one fee; he asked Director Long how they should go about it.

Director Long said however they want is fine. He asked Commissioner Tarr what he thought.

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

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Commissioner Tarr explained to Commissioner Carrasco that last week, they split up all charges rather than bundling it all up. He thought they should do the screen printing fees capped at \$6 and the t-shirts capped at \$3 and fund the \$20 setup fee. He moved to add line item 2- setup fee quantity 1 unit price \$20, amend line 1 to unit price \$3 from \$15.45, and add to line 3- screen printing fee quantity 45 unit price \$6.00.

Commissioner Ronquillo seconded.

CSF Desamero asked Tarr to explain the quantity for the setup fee.

Commissioner Tarr said 1. He explained that they can only fund up to a certain amount and the precedent this year is \$3 for shirts, \$6 for screen printing, and they can cover the setup fee.

Commissioner Wang asked if they were capping t-shirts at \$6.00.

Commissioner Tarr said only screen printing was \$6.

Director Ayard said that the Wolf Shop does do t-shirts; she suggested they look into them for better prices.

Director Long said they should look at the Wolf Shop's prices.

CLF Desamero said Delta Sigma Pi had a tier 1 application for \$445.76.

A vote was taken on the amendments; the motion passed unanimously. Delta Sigma Pi's tier 1 application was now for \$445.76.

Commissioner Wang moved to relegate Delta Sigma Pi's tier 1 application to a tier 4 application.

Commissioner Tarr seconded.

The motion carried; Delta Sigma Pi's application was now a tier 4 application.

Commissioner Wang moved to approve Delta Sigma Pi's tier 4 application for \$445.76.

Commissioner Tarr seconded.

The motion carried unanimously; Delta Sigma Pi's tier 4 application for \$445.76 was approved.

Kappa Delta Chi sent the president and the expansion chair. They need money for recruitment to buy shirts.

Director Long said they could not hear them last week at the funding since they were listed under the Multicultural Greek Council on the agenda.

Commissioner Tarr asked if they had an updated design with the ASUN logo.

Kappa Delta Chi said they did have a design but they did not have the design with them. The ASUN logo was on the back.

Director Long said that they will put a stipulation saying the money cannot be spent until a picture is shown with the logo. It needs to be 2x2 inches and they can send the picture to him or CFS Desamero.

Commissioner Tarr moved to approve Kappa Delta Chi's tier 4 application for \$108.00.

Commissioner Wang seconded.

The motion carried unanimously; Kappa Delta Chi's tier 4 application for \$108.00 was approved.

All People Christian Ministries sent the president and treasurer.

Commissioner Tarr said he reviewed the application and they looked good.

Director Long said that he did not insert their applications last meeting and that is why they are being heard at this meeting.

Commissioner Wang said it looked good. She asked who submitted the application.

All People Christian Ministries said the President did.

Commissioner Wang said that to make it easier, they can just put the set price for one package and not have to calculate the unit price of per napkin or plate.

Director Long said they should motion to change that since it is easier for Central Station.

Commissioner Wang moved to change nonfood item 1 from quantity 186 to quantity 1 unit price of \$19.48, change nonfood item 3 to nonfood item 2 to quantity 1 unit price \$8.97, change line food item 1 quantity 4 unit price \$6.98, food item 3 from quantity 100 to quantity 2 unit price \$12.78, change line item 4 quantity 1 to unit price \$3.38, and line item 5 to quantity 7 unit price \$3.98 by unanimous consent.

Commissioner Tarr said that for the drinks, the cost was \$10.14 but at quantity 3 not 1. He moved to amend line item 4 to quantity 3.

Commissioner Wang accepted the amendment. She said that the condiments were cut off when they submitted it and they need an actual screen shot of prices.

CFS Desamero added that they have to go off of what they receive and that it must be taken away since it was not provided.

There was no dissent, the motion carried. All People Christian Ministries had a tier 1 application for \$128.71.

Commissioner Wang said they can also move into tier 4 funding since it is recruitment but it would reduce the amount they receive.

All People Christian Ministries asked if this was for their \$77.23 event.

Director Long said they could fund it at \$128.71 and have some left in their account.

Commissioner Wang said they have a cap of \$1000 for tier 4.

All People Christian Ministries asked if they could get their t-shirts fully funded if they were to change it to tier 4.

Commissioner Tarr said that if they funded the t-shirts fully, they would be at their cap.

All People Christian Ministries asked if they could just fund the condiments.

Director Long said that if they set it as a precedent, then they will need to add supporting documentation that allows them to look things up during funding hearings.

Commissioner Wang said no and moved to strike line item 2 by unanimous consent.

There was no dissent; the motion carried.

Commissioner Wang moved to approve All People Christian Ministries's tier 1 application for \$71.96.

Commissioner Tarr seconded.

The motion carried unanimously; All People Christian Ministries's tier 1 application for \$71.96 was approved.

All People Christian Ministries said the second application was for a general recruitment event that will have t-shirts and will be invitational.

Commissioner Wang said that for screen printed t-shirts, they have a cap of \$6.00 so they will have to come up with the rest on their own. She moved to change nonfood item 2 from unit price \$7.79 to unit price \$6.00.

Commissioner Tarr seconded.

The motion carried unanimously; All People Christian Ministries had a tier 1 application for \$653.10.

Director Long asked what tier the application was for.

Commissioner Wang said tier 1. She moved to relegate All People Christian Ministries from tier 1 to tier 4.

Commissioner Tarr seconded.

The motion carried unanimously; All People Christian Ministries had a tier 4 application for \$653.10.

Commissioner Tarr moved to adjust line item 2 to read quantity 13 unit price \$3.38. He said that for this one, they put that each bottle was \$5.20 and he adjusted it for the whole pack of water bottles.

Commissioner Wang seconded and moved to amend the amendment to change food item 1 quantity 42 unit price \$4.98.

Commissioner Tarr accepted and moved to do the same thing with donuts as well.

The motion carried unanimously; All People Christian Ministries had a tier 4 application for \$653.10.

Commissioner tar moved to approve All People Christian Ministries's tier 4 application for \$653.10.

Commissioner Wang seconded.

The motion carried unanimously; All People Christian Ministries's tier 4 application for \$653.10 was approved.

a. **Club Support Funding Policy Manual**

Director Long asked if they wanted to review the manual now or do it individually and then discuss it at the next meeting.

Commissioner Wang said they should go over it by themselves and then have him allocate sections; that would be the easiest way. If a commissioner has no interest in changing a section, another commissioner can. Going through it by themselves would be quicker. Director Long asked if one commissioner would do sections 1 and 2, someone do 3 and 4, and someone do 5.

Director Long said he will assign them sections but if they want to look at different sections as well, that's fine.

Commissioner Wang wanted sections 1 and 2.

Commissioner Tarr will look at 3 and 4

Commissioner Carrasco will look at 5.

Director Long asked if they wanted to split up the procedures manual now or next time.

Commissioner Tarr said next time.

Director Long asked when they wanted to meet.

CFS Desamero said there are a few clubs that will not have access to funding in August and some that have not been renewed so they need to prepare for regular office hours.

Director Long said he was ok with not meeting weekly but they should meet biweekly. He asked them to plan having their sections read by next week. He also sked them to put in serous thought as this will affect students later.

Commissioner Ronquillo asked if the had been assigned a section.

Director Long said no, but if he wanted to look over something, he could and then just send any suggestions.

CFS Desamero asked if they wanted him to send materials from other schools.

Director Long said that was fine. He said they were looking into changing how they do funding completely and changing the process. There was a lot of stuff done by former Commissioner Stewart based on what other schools do. Director Ayard has been to different schools and see how they do it. He wants them to pick and choose a few schools and see what they do. He also encouraged them to think about ways to change funding.

Desamero said they should also reach out to club leaders to get their input since this will affect them; ask what they can do to improve the process.

b. Department club funding manual

Commissioner Tarr moved to suspend Robert's Rules of Order for Agenda item 4b.

Commissioner Wang seconded.

The motion carried; Robert's Rules of Order were suspended.

Director Long said they need to cut that out in Chapter B since they don't do it anymore.

Commissioner Wang agreed.

Director Long said they will discuss all changes and then they will make one big motion at the end. They will start with Chapter B. Director Long said general definitions and interchangeable terms were okay. They will hold on to capital expenditure until next meeting since Commissioner Tarr will write something up. If anyone else wants to write something up, they can as well and bring it to the next meeting.

Commissioner Ronquillo asked if they had off-campus as well.

CFS Desamero said it was on section 7, but they wanted to do a tier for off-campus events last year.

Commissioner Tarr asked what the reasoning was for specifying off campus events.

Director Long said 1 is big events on campus, 3 is for clubs only. His thoughts were to expand 3 to be off-campus since chances are, clubs are usually going off campus with their clubs only. The spirit was that they wanted to see student money spend on campus whereas off campus, most of the body would not be able to attend.

CFS Desamero said they could just not have tier system at all.

Commissioner Ronquillo said they can extend off campus events to be part of infrastructure.

Director Long said clubs have done that; it depends on what clubs apply for money. An off campus event with a 60 mile radius was added last year. If it is off campus, then 60 miles covers everything including Lake Tahoe and Carson.

Commissioner Wang asked if it must be within Nevada state borders.

Director Long said they run into liability if they cross state lines; especially if they have received funding and if they are using UNR vehicles.

Commissioner Wang asked if they could not go to Tahoe.

Director Long said they could if it was the Nevada side. He said funding periods, the fiscal year general definition, funding requests and applications, types of funding, gift in-kind, and event budgets are fine. He thought they should change the font in section 16 to keep everything consistent. All of those are definitions, unless they want to change definitions.

Commissioner Tarr asked if gift in-kind included cash donations.

Director Long said charitable contributions encompassed everything. On their end, gift in-kind could be money or goods.

Commissioner Tarr said that tier 6 was listed but it was never implemented; he asked if they should remove it.

Director Long said it was up to them, they technically have 6.

CFS Desamero said he was not sure if it went through senate.

Director Long said that former director Sharma added it but it was never implemented.

Commissioner Wang thought they should not implement another tier. There are so many already so they should just revise tier 3. They can publicize tier 3 more as both on or off since it is club restricted anyways.

Director Long asked what if a club wanted to do off campus events with all of the student population.

Commissioner Wang said it would be tier 3.

Director Long said they need to make tier 3 for on or off campus events for the entire student population. They should make tier 3 have the same definition as tier 1 but with off instead of on.

Commissioner Wang said if they did that, they eliminate on campus events that do not need to include the entire student body.

Director Long asked if they wanted to add an and/or statement.

Commissioner Wang said it would make the definition longer but it would be better than adding another tier

Commissioner Carrasco agreed.

Commissioner Tarr asked what changes they were looking into.

Director Long said tier 3 is for requests off campus. To qualify for this tier, the event must be open to all undergrad students or solely club members.

Secretary Godoy said it might be easier to just assign parts and have a commissioner review the sections. Then at their next meeting, they can discuss any possible changes. For the committee on Government Operations, that is what they do and it is effective.

Commissioner Tarr was open to consolidating tiers.

Commissioner Wang said that tier 6 had no cap anyways. They can increase them but would it be viable to increase tier 3.

Director Long said it would depend on how much.

CFS Desamero said that last year, they changed a lot of caps. Like tier 3 changed to \$1,000 because it is the standard request.

Commissioner Wang thought it was reasonable to change the tier 1 funding cap.

Director Long said that an idea was to change the cap from \$8,000 to \$6,000 since he has never seen an event that high. There have been two events that were \$4000 since he started.

Commissioner Wang was not opposed to changing tier 1 to \$6,000 and adding that to tier 3.

Director Long said it would be taking money out of tier 1.

Commissioner Wang said no; she meant taking \$2000 out of tier 1 and distributing elsewhere, maybe adding to tier 2.

Director Long said that policies can be changed at their discretion but asked them to keep in mind that finances will change if they move that. Their overall budget and how they allocate funds will change.

CFS Desamero said the most spent out of tier 1 last year was \$5,500. The two clubs that spend the most were Society of Women Engineers and DSP.

Director Long said those kinds of events are usually large networking events.

Commissioner Wang wanted to change tier 2 to be more concise. They were having issues with not limited to. They need wiggle room but they might be able to include some examples for clarification, like team building, services, and things like that.

Director Long said that it does say travel payed for under this tier must enrich leadership. That encompasses that a little. If they want to change it then it will be changed. Tier 4 is fine, he asked what they thought for tier 5.

Commissioner Wang asked if that was like buying canned goods then donating them, they can.

Director Long said they could but the precedent set by last year was that they can buy bread and other things to make sandwiches to hand out.

CFS Desamero said that the biology club did science related community service and didn't think it would fit but the commission was fine with it. They have creative outlets in that respect.

Director Long said he would like to see more tier 5 events this year since there were not many clubs used it last year. They added it because

Commissioner Ronquillo asked what the cap was for tier 5.

CFS Desamero said it was \$500 and only 16 clubs used it.

Commissioner Wang said the website listed it as wrong.

CFS Desamero said that the changes did not go through senate so currently it is not in effect. They still need to consider if changing caps will incentivize leaders to use the funding. The cap is still \$250. He said they also need to keep in mind if changing caps would affect club leader activity

Commissioner Wang was not sure if changing the caps would affect club leader activities.

CFS Desamero said it was a common reason last year to justify changes.

Commissioner Wang said the biggest thing was to advertise the tiers. When she was a club leader, she was timid to use funds because she was afraid that they might need more later and they had already used their funds. They need to advertise that they have the funds and that it is more than people expect. They have not seen many people use tier 4 to the max yet. Once they get summer funding out of the way, they don't use tier 4 anymore. If they increase tier 1 and add to the others and advertise, then many leaders will know and use them.

CFS Desamero said that they can add it as a requirement for future commissions. They should also be focusing on the methods of how they provide funding.

Director Long said that for tier 6, the annual caps and restrictions are good. Section 1 is good but 2-6 need changes and will be brought back. He asked them to think about emergency requests; they don't see many of those throughout the year since most clubs are on top of dates. He asked what they thought about section 8.

Director Ayard said that space was lost with the renovation but they can explore that. It might be hard to find place in the center.

Director Long said club presidents can also store stuff in the past.

Commissioner Tarr said that if they did get storage space, it could be outside.

Director Long said they can look into that. He asked what they thought about section 9.

Commissioner Wang asked what the stipulation would be on the request.

Director Long said how much they can charge. The policy manual also specifies ticket prices.

CFS Desamero said it was \$20 for tier 1 events.

Director Long asked about fundraising events.

CFS Desamero said that last year, tier 1 and 4 used classifications for fundraising; tier 1 if the money did not directly benefit club infrastructure and 4 if the money went directly towards club accounts. They had issues though last year.

Commissioner Wang said asked if tier 1 could be used if half went to club and the other to charity.

Commissioner Tarr said that if it all went to the club, then it has to be tier 4.

Director Long said they explored the idea of splitting money last year.

Commissioner Tarr said that gave them more flexibility, especially with the 40-60 split.

Director Long said that the issue with 50-50 it could go to either tier. If 50% went to a club and the other to the charity, then it could be tier 1 or tier 4.

Commissioner Tarr said they can let the club choose to give them flexibility.

Commissioner Wang agreed but asked what would happen if they didn't want to do a 50-50 split.

Director long said they can think about it and just stop in section 10. He asked them to please write up formal definitions for whatever they wanted.

CFS Desamero will send reminder emails.

Director Long said he might just section of stuff for them to review.

c. Department Procedures Manual

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Long said not much had changed, he still did want to get everyone's projects. If they had thought of something, he asked them to meet with him today in the office after the meeting. He had a deadline of by the end of the week. He will also be reaching out the Department of Event Programming for the club fair and to see if the sign-up sheet had been sent.

6. REPORT OF THE CLUB FUNDING MANAGER

CFS Desamero had no report besides the tracker and some clubs still needing some adjusting. He and Director Long found that the clubs listed were approved for the full amount but were not 00% funded. They must bring them back to the table and readjust them at the next meeting. He said they also had some new clubs that needed to come in and speak during public comment; he asked commissioners to email those clubs so they know what to expect.

Director Long clarified that the recognition process still required clubs to go through the professional staff and now required clubs to come in and introduce themselves at a meeting. He asked the commission to tell their clubs to come in at their next meeting.

CFS Desamero said that for those that were indefinitely postponed, they as commissioners need to reach out to them and let them know about alternate funding. He will send out an email about that.

7. REPORT OF THE COMMISSIONERS

- a. Luke Bittar, Sports and Recreation
Commissioner Bittar had no report.
- b. Roderick Hidalgo, Greek Life/Service and Community Outreach
Commissioner Hidalgo had no report.
- c. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education
Commissioner had a tentative meeting scheduled with a club and will meet with Director Long after the meeting since he has project ideas.
- d. Rachel Wang, Pre-Professional and Academic: Science & Engineering
Commissioner Wang wanted to clarify that she and Director Ayard had decided to send out the newsletters to the commissions.

Director Long said they decided on that last night.

Commissioner Wang said they emailed it again since the first time it was formatted strangely. She will also be meeting with Director Chen at noon to discuss service events. She has not sent out a sample agenda since they will need to look for alternative service events. She also would like to meet with Directors Long and Ayard.

Director Long said that many clubs were not getting the newsletters.

Director Ayard said the newsletter was distributed to anyone who was renewed, pending, or inactive. If they were not received, then they were not on the listserve, an email may be misspelled, or the club may not have subscribed for the newsletters. She said anyone can subscribe to receive the emails and asked the commissioners to subscribe if they haven't. She also asked them to let her know how often they want to send the letters so that it is consistent, even if there is no important information to highlight.

Commissioner Wang asked if they had a problem with it being formatted wrong.

Commissioner Tarr said it might just be the online app that makes it funny since he saw the actual newsletter and it was fine.

Commissioner Wang said that many of her clubs did not get it. They need to see who has been having those problems.

Director Ayard asked the commission to send the specific emails to her to see if they are subscribed or if the emails were not updated. She will double check the emails on file.

CFS Desamero asked if she sent out the email about their preferences for iLead.

Commissioner Wang said no because she wanted to attach a sample agenda but is still deciding some things.

- e. Casandra Carrasco, Multicultural & Diversity
Commissioner Carrasco said she had some project ideas and wanted to meet after.
- f. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement
Commissioner Ronquillo had no report but will be back on Saturday.

8. APPROVAL OF MINUTES

9. REMARKS

There were no remarks at this time.

10. STAFF REPORTS

Director Ayard said they had a good meeting. She will be gone for the next two weeks starting Monday; she will be abroad but will have some access to the internet. They must email her if they need anything by tomorrow and she will rely on them to fill in the spaces while she is gone. She also asked them to be patient if they email her while they are away since there will be a delay in responses. If they need immediate assistance, they can talk to Directors Miller, Rodriguez, and Beattie.

CFS Desamero asked if the email about project ideas was sent.

Director Ayard said one idea was a resource guide for clubs and orgs with examples of what needs to be done. It is very useful to have something on how to reserve space and what each different form is for. Another is providing yearlong workshops on different topics. They can do funding workshops, event planning workshops, etc. and they don't need to have one if no one has registered for it. They can have them as clubs request help on certain topics. Those are just a couple of thoughts but if they have more ideas, they can always meet with her.

11. PUBLIC COMMENT

There was no public comment at this time.

12. ADJOURNMENT

Director Long adjourned the meeting at 10:36 am.