

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Wednesday, August 31st, 2016 at 10 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 10:04 am in the Joe Crowley Student Union President's Conference Room. Presiding secretary, Andrea Godoy.

2. ROLL CALL

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

Commissioner Carrasco was absent excused.

A quorum was present.

3. PUBLIC COMMENT

Director Ayard said it was nice to see them after being away. She wanted to introduce Jarrett Damafo Jared and Brian Fidelibus.

Brian Fidelibus said they had probably been communicating with them but probably had not met. He has a desk at campus escort and is usually there all day Monday through Thursday.

Jarrett Damafo works in a little cubicle with SAB. He just sends a lot of emails.

Director Ayard said that Jared can help with organizations that need help with waivers or events.

CFS Desamero said that Young Americans for Liberty is here. He invited them to the meeting so they can meet the new organization and also have them meet their commissioner, Commissioner Ronquillo. They will contact him throughout the year, and asked them to reach out to Commissioner Ronquillo before himself or Director Long.

Erica Manning is president and Anna Katsikas is treasurer. They want to make students aware of philosophy of freedom and educate about free markets and problems they face in society and the government.

CFS Desamero asked them if they needed anything from them.

Manning said she had noticed that when they bring speakers that might not be popular, if people disagree with those speakers it seems like they assault the speakers. She wondered what they have in terms of security.

Director Long said that it may not be necessary to have security but they can always request ESI Security Services for an event.

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

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, The Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Richard Long, Director of Clubs and Organizations, at directorco@asun.unr.edu or Jared Desamero, Club Support Funding Manager, at fundingmanager@asun.unr.edu.



Director Ayard said that since they're new, they can meet with her. She works with the Student Advisory Board. One of the first things they thing do when they plan an event is submit an SAB form. If you need anything or if they need anything from the club, you must attend an SAB meeting. If you have concerns or need support that is the time to discuss it. They can assign ESI or UNR police can also monitor the event. It is a cases by case basis but they can always contact them if they have questions; even if the event is off campus.

Manning asked how often they have meetings.

Director Ayard said that at the beginning of the year it is every week and then after that, every two weeks.

Manning asked ow far in advance of a notice do they need for SAB meetings.

Director Ayard said that when they submit an SAB form, that is registering the event. Ideally, they would like the event notice one week in advance. They will let them know if they need to come to the meeting or not about 1-2 days after submitting the form.

Manning asked if SAB meetings would also answer what specifically can be taken care of by security.

Director Ayard said yes.

CFS Desamero said their club account will be unlocked now.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Audio Engineering Society	Early: Tier 2	\$798	Tier 2	\$798.00

Audio Engineering Society sent the president and vice president. They specialize in the audio side of recording and movie and film sound. They don't have a program for just audio at the university, only a few classes. They are the only way many students can have a taste of what it's like. There is a conference in September that is in LA and technology will be presented and they can attend workshops and other informational sessions and meet industry professionals.

Commissioner Wang moved to change nonfood line item 1 to be split up for departing and returning flights. It should say line 1- departure flights quantity 5 unit price \$64 and line 2- returning flights quantity 5 unit price \$68.

Commissioner Hidalgo seconded.

Director Long said that change was for their backend of accounting. It doesn't change anything for them.

CFS Desamero asked if they wanted to search for more recent flights since the application was about two weeks old.

Commissioner Tarr will look.

Commissioner Wang said she found flights for the same times and dates but the price went down.

Audio Engineering Society was fine to change.

Commissioner Wang said they might not want to change the money amount in case the flights go up.

Director Long said they can give them the extra money but if they don't use it they need to remit the funds and it will go back into their tier 2 account for later usage.

The motion carried unanimously; line items 1 and 2 were split up.

Commissioner Hidalgo said they can't fund for the Uber. He asked if they can give them money for gas for a taxi.

Director Long said they have funded taxi rates by seeing general taxi rates in an area and then calculating the distances.

Commissioner Hidalgo asked how many people were going.

Audio Engineering Society said 6 but one is a grad student and he is funding his own trip.

Commissioner Hidalgo asked if there was a rate for larger taxi cabs. They may need funding for two taxi's or a big shuttle.

Director Long said that can do the research now if they want to fund them that way. He asked if anyone had any other ideas on how to fund them.

Commissioner Wang asked why they can't fund them for an Uber.

CFS Desamero said that they can't fund for Uber because they have to take the credit card with them but they can't take the card with them.

Audio Engineering Society asked if they could fund it themselves and then get it reimbursed.

Director Long said they should take screen shots of Uber receipts to get reimbursed.

Commissioner Hidalgo said yes. It has an app that shows how many miles were travelled exactly and the cost.

Commissioner Wang said that Lyft does a \$50 credit so they should take advantage of that. It should be linked to their email that lets them receive an email with the receipts. They must save them and just email Central Station the receipts.

Commissioner Hidalgo asked if they were paying for their Uber and then just reimbursing them as gas.

Director Long said they can leave it as is on the spreadsheet and they will get reimbursed from the amount they approve. If they are under the amount approved, they will just remit the funds.

CFS Desamero said he will put a stipulation on their application to remind them.

Commissioner Hidalgo moved to approve Audio Engineering Society's tier 2 application for \$798.00.

Commissioner Bittar seconded.

The motion carried unanimously; Audio Engineering Society's tier 2 application for \$798.00 was approved unanimously.

CFS Desamero said they need to keep up with their commissioner and Central Station to ensure they get reimbursed.

Director Ayard said they need to submit travel paperwork with central station since they are seeking reimbursement. They may also need to make a modification on the paperwork if they will need a credit card request and buy tickets. She advised them to buy the tickets today since prices do change rather quickly.

CFS Desamero said that won't be up till around 11 so they should have access to the card around 11 since they already did their credit card request already.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Long thanked them for coming since this meeting was for the club's benefit more than anything. They have fully planned the club fair and it is happening; he is scared but it will be awesome. They had 215 total signups, last year they had 183. When he went through it, he spent 5 looking through data. He found some duplicates and some that didn't belong so their new total is 198, still above last year's record. They have 227 tables so they might be able to accommodate clubs that show up saying they forgot.

CFS Desamero asked if they can provide specific details.

Director Long had timeline set up for tomorrow; they have to be in the office at 1 if they are not in class. Once they get out, they need to come down to the quad to set up. Clubs show up at 3 pm and he will assign a few of them to the sign-in table with lists of each club that is coming and the table number to check them in. He will print out large numbers to make the tables easy to find. He tried to accommodate special requests and that should be taken care off; he also grouped councils, Greeks, and departments together. The ice cream truck will be on the left hand side, which is different than previous years since the construction is going on at the Thompson building. He will also send someone to SAB today to discuss that since they didn't think about the truck not being able to drive through the gates with the construction.

Director Ayard said that was perfect since they were not aware of that.

Director Long said they will put the grill opposite of that by and may need more outlets.

Director Ayard asked if he will be stopping by. The meeting starts at 2:00 pm.

Director Long said he has class until 2:15. He can bring the diagram after he gets out. He was going to go shopping with Commissioner Tarr, Director Hurdle, and Programmer Kerhin right after he got out.

Director Ayard said that if he can't go, she can present the diagram for him.

Commissioner Tarr said he can present the diagram and timeline while still in class.

Director Long said everything should work out but he needs their help to make the event go smoothly. He will email Tarr the updated diagram.

Commissioner Wang asked if clubs could still sign up. She had a club email her at 11 am asking for the link to apply but she did not see the email since it got lost in her inbox.

Director Long said they closed the application yesterday but it is hard to set a precedent now. They do have a few extra spots.

Director Ayard said it was a different situation since the email had been sent. Tables should be given out afterwards. She asked why they didn't fill out the form.

Commissioner Wang said that he was asking for link and wanted to know if it was too late to sign up.

Commissioner Hidalgo said they gave them ample amount of time to sign up and if they are trying to set a precedent, then they shouldn't allow last minute submissions. They should have also reached out to their coalitions.

Commissioner Bittar said they had 29 extra tables. If they get emails from clubs they should say it is a first come, first serve basis.

Director Long said they can come but with the assumption that they cannot guarantee a table. With Commissioner Wang, the club asked for the link and if it was not too late to register. They can give them a spot since it was prior to the deadline. But anyone after the deadline is a first come first serve. He had a meeting with Director Ayard to get the club setup; they are down to 18 for pending clubs. They had not been that good in a long time so that is awesome. Inactive club total is 50; he wanted to see it lower. That is a project to reach out to clubs that are inactive and see why they are inactive and what they can do. If anyone takes it on, he asked them to report it to himself and Director Ayard.

6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

CSF Desamero said he and Director Long will be working on changing the funding spreadsheet. There was a meeting where they discussed it and they will let them know the changes.

Director Long said it was to fix small things that would help reconcile the back end for Central Station. The new page will have multiple date boxes since sometimes clubs buy things on multiple days. This allows the line items to match for central station. They will also add a comments box on the main spreadsheet so they can all add comments without losing things in translation or in emails. They also tossed ideas around about funding in the future.

CFS Desamero said they still need a final meeting time. He asked them to fill out the doodle poll and let him know if their schedules were not yet finalized; otherwise he will assume they did not fill out the poll. He would like it done by the end of the week. He is still working on the funding hearing but it should be done by the time they do the Fall Funding Hearing.

7. REPORT OF THE COMMISSIONERS

a. The Club Commissioners will each give their report.

i. Luke Bittar, Sports and Recreation

Commissioner Bittar said that he noticed a big problem with clubs not being able to use Lombardi rec and that is why they may not renew since they're forced to buy passes. He will set up a meeting with Athletics to work something out to let them have a few hours week to get better turnout.

Director Long said he had not heard of that.

ii. Roderick Hidalgo, Greek Life/Service and Community Outreach

Commissioner Hidalgo said he had been getting emails about Givepulse. He wants them to have 1000 hours on Givepulse by the end of the year and wants to get Greek life to start using it since more clubs will follow their footsteps. He sent out emails to the counsels with information on using Givepulse

CFS Desamero asked if they reached out to any service or outreach organizations.

Commissioner Hidalgo said he emailed them but not everyone emailed.

Director Ayard said that because Givepulse is so big, they want to send it out to all coalitions. They need to share the information without tiring everyone out. They also want to meet to formalize how they share the project.

- iii. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education
Commissioner Tarr said that for his project, the system is getting there. He is looking to start focus groups for feedback and will keep them updated.
- iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering
Commissioner Wang said she has reached out to clubs to meet with so they can meet her and she will be meeting with them in the next couple of weeks. With the iLead conference, she just secured a keynote speaker, Steven Maples. They will meet later to decide what he will be talking about. It will be like the last lecture series and the topic will be “If it doesn’t challenge you, it doesn’t change you.” She will also be reaching out create a workshop called “Tell your Story” that shows new clubs how to retain members by interviewing successful clubs and advisors. She is asking for two club commissioners to be on the panel, if interested let her know. She finalized the agenda times from 8-5 and expects them all to be there. She will also meet with the Joe to make sure they know what times they need to be set up for.
- v. Casandra Carrasco, Multicultural & Diversity
No report was provided.
- vi. Kenneth Ronquillo, Campus Life/Faith based/Social & Political Involvement
Commissioner Ronquillo met with Director Ayard to send out fall newsletter out for September, it will get a better shape of when it goes out and is trying to condense it so it is easier to look at. It will go out the 12th. When the October newsletter goes, out he will send out an email to ask them what they need and will try to give a better heads up in the future. He is also working on Givepulse stuff as well.

Commissioner Wang asked if they were still asking for club submissions from advertising.

Commissioner Ronquillo said that they sent it yesterday so no.

Director Ayard asked if the submission was something that needed to go out now.

Commissioner Wang said yes.

Director Ayard said if she had it, she could go ahead and send it to them and they will see if they can make it fit. They want to start with just one or two per issue so that they don’t just list them all at once. This will make it easier to read and no club will get lost. They can also keep submissions for future reference, if they don’t make one issue, they can make the next.

8. APPROVAL OF MINUTES

9. REMARKS

There were no remarks at this time.

10. STAFF REPORT(S)

Director Ayard said that our club fair, in addition to setup, when it is happening, then time to introduce themselves to clubs. Make the event meaningful and specially connect with those that are hard to get hold off. Wear shirts and nametag. Big difference is that this year, it is on a Thursday, not Friday, and there will be evening classes. They need to be conscious of the lights and sounds. If they find a table that is being loud and disrupting a class, they can get her and she will be the bad guy that asks them to turn down the sounds. They don't want any complaints.

Commissioner Bittar asked if a map will be sent out.

Director Long said that he will send one out. He can also print extra table number and club association lists. He also thought about having Commissioner Hidalgo MC the event. He thought about having fun facts to say and also say what clubs like about clubs and orgs and have him read some of them, and also general announcements. Commissioner Wang also mentioned having a question and answer so she be at the grill line with a clipboard.

Commissioner Tarr sked if they can get feedback for iLead with box.

Director Long said yes.

Commissioner Tarr said the grill may have some random students as well.

Commissioner Wang asked how many check-in tables there would be.

Director Long said he planned on having one table but they can have two or three tables.

Commissioner Wang said it was in their budget to have prices for iLead. MC can advertise that stuff as an incentive.

Director Ayard said that this is the first time they had an MC so it will be challenging to keep them engaged. They should do really quick and short things every 15 or 20 minutes that are energetic. She can work with Commissioner Hidalgo to create a few announcements. She also encouraged them to introduce the commissioners every so often.

Commissioner Hidalgo said he just wanted to know what the announcements were beforehand.

Director Ayard wants them to have the incentive to take what they want to tell clubs. In addition to iLead, they need to finalize the budget since it is still happening but t-shirts might potentially change it so email feedback to Commissioner Wang soon, if they will have a t-shirt must move very fast. Food training is coming up for clubs and orgs so be aware so of that to remind clubs. They can help her prepare and also help clubs since it will be a shock for many to find out that they need to do things like food trainings. They should share it from the perspective of the safety of everyone on campus. When they have a change, please reach out to her to get the one-on-one scheduled to talk about projects and see what she can do.

Commissioner Wang asked if that included bake sales.

Commissioner Ayard said the only exception is food that is bought from a caterer or store. They only need food trainings if they will be serving and preparing the food themselves.

Director Long asked how often she wanted to meet with the commissioners.

Director Ayard said it should be based on what they need. Shoot for once a month but biweekly if possible.

11. PUBLIC COMMENT

There was no public comment at this time.

12. ADJOURNMENT

Director long adjourned the meeting at 10:53 am.