

Clubs and Organizations Commission
Department of Clubs and Organizations
Minutes for Friday, September 30th, 2016 at 4:30 PM
Joe Crowley Student Union, President's Conference Room, 3rd Floor

1. CALL MEETING TO ORDER

The meeting for Clubs and Organizations was called to order on Friday September 30th, 2016 at 4:33pm in the Knowledge Center, Room 402. Presiding Secretary, Brooke Hansen.

2. ROLL CALL

Funding Manager Desamero, Club Commissioners Bittar, Carrasco, Ronquillo, Tarr, and Wang were present.

Director Long and Club Commissioner Hidalgo were absent excused.

3. PUBLIC COMMENT

Funding Manager Desamero allowed any new clubs who were at the meeting to give the name of their organizations along with what they need from the commissioners for their respected club.

The President of Urban Dance Club said that he would like help with the commencement of his club, including what he wants to do and what not to do in terms of financing.

Commissioner Tarr mentioned that placing posters around campus is a successful way of advertising a club and that tabling outside the Joe would also be a great way to get people's attention. Commissioner Tarr also mentioned that there is club support funding and that a club can fundraise on campus or request tables. Commissioner Tarr said that Commissioner Bittar is the Urban Dance Clubs respected commissioner, and that he would be a great resource for helping to get their club started.

Commissioner Ronquillo said that the Urban Dance Club can attend club events to advertise and to connect and network. Commissioner Ronquillo also said that the Urban Dance Club can advertise in the residence halls.

Commissioner Carrasco explained the process of making flyers. Commissioner Carrasco said that they would make their flyers with the name of their organization, contact information, and place and time on the flyers. After the flyers are made, they would have to get them approved at the Student Union. Commissioner Carrasco proceeded to say that scheduling services in the Continuing Education Building would check their flyer and then the Urban Dance Club would be given maps of all the different locations where the flyers can be hung. Commissioner Carrasco warned that they would have to go through the same process every semester.

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An individual who was representing Urban Dance Club asked if there was a certain process for setting up tables.

Commissioner Tarr responded by saying that the Urban Dance Club would have to go through the scheduling service department to request a table to fill out a form. Commissioner Tarr said that this form can be found on the central station website under the Clubs and Orgs tab. Commissioner Tarr said that there is an event planning tab where there is more information on tabling and club meetings on campus. Commissioner Tarr said that there are administrative links that can be found to request the tables that the Urban Dance Club would need to start advertising.

Commissioner Ronquillo explained that if any tabling is done near the Joe, the Urban Dance Club would need to request the area through the Joe website, anywhere else the Urban Dance Club would like to table, they would need to email scheduling@unr.edu.

Funding Manager Desamero mentioned that Clubs and Organizations is meant to provide clubs, such as the Urban Dance Club, with any resources or advice that a club would need to get started. Funding Manager Desamero said, to the Urban Dance Club, that they should not hesitate to ask about any questions that they may have, and that Clubs and Organizations provides many funding options for them. Funding Manager Desamero did mention that the process for funding can be rigid and that all the rules for that process should be read before they consider applying. Funding manager Desamero told the Urban Club that Commissioner Bittar or any other commissioner is there to help with funding or advise. Funding Manager Desamero said to the Urban Dance club that the commissioner's email is on the website and to email them if they have any questions or comments.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

a.

i. **Action:**

At this time, the commission will hear request for club support funding from the following clubs...

Funding Manager Desamero stated for the record that a lot of the organizations, which include, Acroyoga Club, American Institute of Aeronautics and Astronautics, American Red Cross, Audio Engineering Society, Biomedical Engineering Society, Delta Sigma Pi, International Business club, and PRSSA, where for gotten to be postponed, by the commission, for the Friday funding hearing, or the clubs requests need to be altered.

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Acroyoga club they was a tier 2 application for \$208.98. Funding Manager Desamero said that they had forgotten to postpone that at the last meeting.

Funding Commissioner Desamero started hearing the funding requests of clubs. The first club was Nevada Men's Soccer Club.

The Department of Clubs and orgs mis-agenized the application for Acroyoga clubs Tier 2 application for \$208.98.

Commissioner Wang wanted to clarify that that application for men's soccer was under Acroyoga.

Commissioner Tarr clarified that Acroyoga is mis-agenized and that the Men's Soccer Clubs application was submitted under the name of Acroyoga.

Funding Manager Desamero said that the clubs need to be agenized as their actual name so that they can be heard as an application. Funding Manager Desamero said that they need to postpone the mis-agenized applications.

Commissioner Wang reviewed the application for Nevada Men's Soccer Club. Commissioner Wang said that it contained places where the club hopes to compete in the future.

Commissioner Bittar moved to approve the Tier 2 application in the amount of \$208.98.

Commissioner Tarr seconded the motion.

Funding Manager Desamero opened the floor to any discussion.

Commissioner Wang wanted to make clear that they were approving 3 gas lights at the quantity of \$215 each. Funding Manager Desamero responded by saying yes.

There was no more discussion at this time.

Motion Carried

Phi Beta Sigma was the next application to be heard at this meeting.

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Funding Manager Desamero gave the individuals who represent Phi Beta Sigma an opportunity to state their situation to the Commission. Phi Beta Sigma originally had their hearing about two weeks ago, seeking a Tier 1 and a tier 3 application. When Phi Beta Sigma applied for the application, the commission said that there was no money in Phi Beta Sigma's account, however, Phi Beta Sigma turned in the form on time causing there to be a misunderstanding. Phi Beta Sigma was there to receive funding.

Funding Manager Desamero clarified that Commissioner Dilago, Director Long, and himself double checked the amount in there club account at the time of submission and that the application was submitted a day before the deadline. Commissioner Desamero forgot the exact amount, but said that they had enough money in their account for the commission to be able to hear the clubs application.

Commissioner Wang looked over the application and said that everything looked fine, but asked if the commission knows how much there is in there account at this time.

Funding Manager Desamero asked Commissioner Carrasco if she had access to view the amount of money that is in Phi Beta Sigma's account. The exact amount that is currently in Phi Beta Sigma's was not found at this time.

Commissioner Tarr requested that the commission move on to another organization.

While the information about Phi Beta Sigma's account was still being searched for, Funding Manager Desamero moved on to hear the next organization.

The organization Undergraduate Student Social Work Administration was seeking tier 5 funds for their annual kid's cottage pumpkin carving event. They requested funding for materials that would be needed in order for this event to be successful. The Organization of Undergraduate Student Social Work Administration noted that they were a couple hours late on their application because the Treasure was confused about the time that the application was due.

Funding Manager Desamero mentioned that the reason why the application was brought back was because it was important to hear the Undergraduate Student

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Social Work Administration in person about why their application was late. Funding Manager Desamero said that Commissioner Hidalgo sent out an email Monday night stating that if an organization submits a late application that they should submit a reason why the application was late or the commission will not hear the club, or organization's application. Funding Manager Desamero said that the commissioner Hidalgo did receive an email from the organization of Undergraduate Student Social Work Administration, but forgot to mention it during the postponement of the application. Funding Manager Desamero did want to make clear that it was the fault of the department for the postponement of the application. Funding Manager Desamero, however, wanted to make clear to the Undergraduate Student Social Work Administration that the application was two hours late and wanted the commission to make the decision of whether or not the organization should still receive funding.

One of the individuals the Undergraduate Student Social Work Administration said that treasure of the organization thought that the deadline for the application was midnight instead of five. The person representing the Organization proceeded to say that there was an error of communication between them and Commissioner Hidalgo.

Commissioner Wang wanted to clarify that the Monday the application was submitted was the Monday the week before their hearing. Funding Manager Desamero clarified that the Organization of Undergraduate Student Social Work Administration sent the application the same day. The email was read to commission.

Commissioner Wang asked the commission if there had been any past applications that were submitted late.

Commissioner Tarr responded by saying that there was another application that was 5 minutes late however the application was still approved.

Commissioner Ronquillo asked the Organization of Undergraduate Student Social Work Administration why the application was late.

The Organization of Undergraduate Student Social Work Administration repeated their reason by saying that they were confused about the exact time the application was due and that they were unaware about the application process. The Organization

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of Undergraduate Student Social Work Administration also mentioned that they have new people running the organization, who were also confused about the application process.

Commissioner Tarr mentioned that the commission was lenient with the other club that turned in a late application; therefore the commission should be lenient with the Organization of Undergraduate Student Social Work Administration, especially because the organization reached out to Commissioner Hidalgo. Commissioner Tarr also noted that the application process can be confusing to new people.

Commissioner Wang said that while she agrees with Commissioner Tarr, the date for the application had been set since summer and that all of the dates had been posted on the website. Commissioner Wang said that, for future references, the commission will not be lenient for future applications.

The Organization of Undergraduate Student Social Work Administration mentioned that their treasure was not at the summer meeting for clarification of when the application was due.

Funding Manager Desamero moved into a roll call vote on whether or not the commission should continue to hear this application.

Commissioners Bittar, Carasco, Ronquillo, Tarr, and Wang all approved the voted

Motioned carried

Commissioner Wang mentioned that on the Organization of Undergraduate Student Social Work Administration's application, there were documents missing. Commissioner Wang noticed 3 screenshots, two for the paints and one for the brushes; however there were pictures that were missing with the other supporting documents.

Commissioner Ronquillo Clarified that the Organization of Undergraduate Student Social Work Administration was missing pictures for macaroni, paper plates, pumpkin carving kits, construction paper, felt, bags, glue, glitter and fuzzy balls.

Commissioner Wang asked commissioner Carrasco if she had any more supporting documents.

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Commissioner Carrasco said that she called someone named Erin, a day or two before the funding hearing and told her to email over those supporting documents to her or Commissioner Hidalgo as soon as possible. Erin had told Commissioner Carrasco that the supporting documents would be emailed the same day, however the email was never sent.

Commissioner Wang said that the Commission is unsure if Commissioner Hidalgo did receive an email of the supporting documents.

Funding Manager Desamero said to the Organization of Undergraduate Student Social Work Administration that if they have proof that they had sent documents to Commissioner Hidalgo, that would be important to bring up.

Commissioner Ronquillo said that he believes that it was acceptable that screenshots were brought in of the materials by the Organization of Undergraduate Student Social Work Administration.

Commissioner Tarr mentioned that the policy does not state that the documents have to be submitted online.

Commissioner Carrasco said that she did ask for the documents a week ago, however that she agrees that was fine for them to bring the documents to the meeting.

Commissioner Tarr noticed that the Organization of Undergraduate Student Social Work Administration did not print out a picture for the fuzzy balls. Commissioner Tarr said that that item will struck since a picture of the fuzzy balls was not present.

Commissioner Tarr moved to strike nonfood item number 11.

Commissioner Ronquillo seconded the motion.

Motion carried.

Funding Manager Ronquillo said that the Organization of Undergraduate Student Social Work Administration tier 5 request for \$217.50 was now an application.

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Commissioner Wang moved to approve USSWA for their tier 5 application, in the amount of \$217.50.

Commissioner Bittar Seconded the motion.

Motion carried.

The Organization of Undergraduate Student Social Work Administration asked who exactly they would be communicating with.

Commissioner Bittar responded by saying that the applications are randomly given to the Commissioners and that the commissioner who is given your application is the commissioner which you will be in contact with.

Commissioner Tarr said that if you have any questions, the first person that you should talk to is Commissioner Ronquillo.

Commissioner Wang did mention that each Commissioner has office hours, so if a commissioner's schedule is not convenient for the Organization of Undergraduate Student Social Work Administration, then the members can just drop in and talk to any of the Commissioners, or can send an email to ask questions about any future applications.

The Organization of Undergraduate Student Social Work Administration asked Commissioner Carrasco what time Erin was contacted.

Commissioner Carrasco said that she contacted Erin a day or two before the funding hearing.

Commissioner Tarr clarified that the funding hearing was either the 16th or the 17th.

The commission moved on to discuss Phi Bate Sigma's tier 3 application in the amount of \$236.25 and their tier 1 application in the amount of \$723.00.

Funding Manager Desamero said that Phi Beta Sigma did submit the application at the time of the deadline. Funding Manager Desamero asked that Phi Beta Sigma tell the commission what their request was.

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Phi Beta Sigma has members coming from all around the region for board meetings to discuss the western leadership conference that will be taking place on the campus. Phi Beta Sigma was still discussing the dates for when it will happen, but they want food and drinks to be available for individuals because these sessions will be eight hours long.

Commissioner Wang asked if the application was correct.

Funding Manager Desamero responded by saying that the application was correct and clarified that Phi Beta Sigma did have enough money in their account to satisfy the 40%.

Commissioner Wang asked if the 16% is 141.75.

Funding Manager clarified that it was correct.

Commissioner Wang moved to approve Phi Beta Sigma's tier 3 application for the amount of \$141.75.

Commissioner Carrasco seconded the motion.

There was no discussion on the motion.

The motion carried.

Commissioner Wang asked Phi Beta Sigma how the club was going to utilize the 121 shirts that they were requesting.

Phi Beta Sigma responded by saying that the shirts will be going to different clubs and organizations and that if there are any extra, they will be handed out.

Commissioner Wang asked how Phi Beta Sigma calculated 121 shirts.

Phi Delta Sigma said that the calculation of shirts was based on last year's participation.

Commissioner Wang moved to approve Phi Beta Sigma's for tier 1 funding for the amount of \$141.75.

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Commissioner Tarr Seconded the motion.

There was no discussion at this time.

Motion Carried.

At this time Funding Manager Desamero opened the floor to the organization PrePA.

PrePA explained that when the funding hearing came, the organization did not have a treasure because she had just resigned from her position.

Commissioner Wang mentioned that there was an email that PrePA should have received.

Commissioner Bittar said that according the ASUN website it says that Jordan Warner is the Treasure.

Funding Manager Desamero mentioned that Megan Warner sent an email on September 22nd, at 9:21 saying that she is applying for a tier one application. Funding Manager Desamero read another email from Megan Warner, and in the email it said that when Megan went to the first funding hearing, she was in the process of finding a new treasure. At the meeting she brought one of the applicants for treasure, but they were not the original treasure at the time. Megan Warner continued to say that since the resignation of the past treasure was short noticed, she did not confirm the process with ASUN. Megan, in her email said that she was unaware of the documents that she was supposed to fill out and was not educated about the funding manual rules discussing this matter. PrePA was asking for funding for club T-shirts to start the advertisement of their club.

Commissioner Tarr believes that this application should be classified as an emergency because a Treasure unexpectedly quit.

Commissioner Wang agreed with Commissioner Tarr's statement.

Commissioner Tarr asked where the application can be found.

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Commissioner Wang forwarded the application to the commissioners.

Commissioner Tarr wanted PrePA to talk about the spreadsheet that was forwarded to him and what the event was.

PrePA explained that they are requesting binders for the officers to organize important documents. PrePA also explained that the t-shirts are to advertise their new club.

Commissioner Wang said that in the email PrePA sent to the Commissioners, that they were classified as tier 1 instead of tier 4.

PrePA brought a copy of their new T-shirt design. That design was passed to the Commissioners.

Funding Manager Desamero gave the commissioner's time to review PrePA's application.

Commissioner Ronquillo requested a change to the application, the change being a 6 dollar cap per t-shirt.

Commissioner Wang said that there is no supporting document for the t-shirt price.

PrePA said that the information can be found in the application. PrePA said that they were planning on creating shirts through the wolf shop.

Funding Manager Desamero said that it is still important to have the supporting documents.

Commissioner Wang said that the commission has to decide that if just having a typed quote on the shirt is acceptable. Commissioner Wang mentioned that t-shirts cannot be ordered from custom ink.

Rocio Ayard said that if the quote is in the same location then the price isn't going to change, it only changes when quotes are added.

Commissioner Wang was concerned with the current t-shirt design because instead of screenshotting the design, the quote was typed out.

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Commissioner Ronquillo asked if the picture of the t-shirt was copied and pasted from the website. Commissioner Ronquillo believes that the current screen shot of the design is acceptable.

Commissioner Tarr motioned to change the unit price of the t-shirts to \$6.00

Commissioner Ronquillo seconded the motion.

There was no discussion at this time.

Motion carried.

Commissioner ronquillo moved to approve PrePA's emergency tier 1 application of the price of \$188.01.

Commissioner Tarr said that PrePA's application should be approved as a tier 4.

The motion did not carry.

Commissioner Tarr moved to relegate PrePA's emergency tier one application from tier one to emergency tier 4 through unanimous consent.

Commissioner Bittar seconded the motion.

Motion carried.

Commissioner Tarr moved to approve PrePA's emergency tier 4 application in the amount of \$188.01

Commissioner Carrasco seconded the motion.

Motion carried.

The organization of the American Medical student Association was not present.

Commissioner Wang said that the American Medical student Association removed their application.

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Commissioner Tarr moved to indefinitely postpone Acroyoga Clubs tier 2 applications in the amount of \$208.98.

Commissioner Bittar seconded the motion.

Motion carried.

Commissioner Tarr moved to indefinitely postpone American Institute of Aeronautics and Astronautics tier 4 request in the amount of \$473.11, American Medical Student Association tier 2 request in the amount of \$1,509.19, American Red Cross International Nevada Tier 5 application in the amount of \$23.76, Audio Engineering Society tier 2 application in the amount of \$1,400, Biomedical Engineering Society tier 2 application in the amount of \$675.29, Delta Sigma Pi's tier 1 application in the amount of \$705.25, the international business club, tier 4 application in the amount of \$102.85, and PRSSA Nevada's tier 4 application in the amount of \$500.

Commissioner Wang seconded the motion.

There was no discussion of the motion

Motion carried.

Funding Commissioner Desamero moved onto Acroyoga's tier 2 application in the amount of \$265.00. This application was approved; however, the dollar amount that it was approved for was incorrect.

Commissioner Tarr moved to change the amount in Acroyoga's tier 2 application from \$265.00 to \$265.90.

Commissioner Ronquillo seconded the motion.

There was no discussion on the motion.

Motion Carried.

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ii. **Action: The Commission will propose and make changes to the Department of Clubs and Organizations governing documents.**

Commissioner Tarr moved to suspend Robert's Rule of Order.

Commissioner Ronquillo seconded the motion.

Motion carried.

1. **Club Support Funding Policy Manual –**

Commissioner Tarr explained that the commission is seeking to change the proxy policy. Commissioner Tarr read the section of the policy that he was planning on changing, which was title 3 chapter b section 6 "Proxy at a club support fund hearing" to read.... "Should the president and the treasure not have the ability to attend the club support funding hearing, they must submit to their commissioner a written or electronically written notification including the name for the officer or member who will be taking their place at any point before the end of the meeting or hearing at which the request is to be heard. The club may not be heard and approved of funds until the proxy notification is received. Any ASUN appointed or elected officers may not represent their organizations interest for this body or serve as proxy. Only undergraduate members will be allowed."

Commissioner Tarr said that he removed the 24 hour rule and that the proxy notification has to be sent before the end of the meeting to make sure either the President or the Treasure is aware of their clubs financial situation, but it is still necessary before they can be heard. Commissioner Tarr said that in Director Long's Senate Report, he did express that he believes that ASUN appointees or elected officers should not be allowed to represent their organization at the funding hearings.

Funding Manager Desamero mentioned that the commission is responsible for making any changes to the policy manual by either approving or voting against the motion.

Commissioner Tarr said that if the change is approved today, it would need to go through Senate. Commissioner Tarr did mention that ASUN may not be in favor of the bill; however it should still be brought to their attention.

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Commissioner Wang agrees with idea that ASUN officials should not be allowed to represent a club at a funding hearing to remain unbiased.

Commissioner Ronquillo said that he liked the change of wording of title 3, chapter b section 6 of the Club Support Funding Policy.

Commissioner Carrasco asked if the section can be changed to “a commissioner” instead of “their commissioner.”

Commissioner Tarr asked if the section should read “a member of the commission.”

Funding Manager Desamero said that it should read “to a member of clubs and orgs”. However the commissioner rejected the idea because that would also include interns.

Will trying to retype, Commissioner Tarr clarified that a commission, funding manager, or commission may receive emails.

Commissioner Bittar said that the section should read “a member of the commission including director and funding manager.”

The commission agreed with the commissioner Bittar's wording of title 13.

Commissioner Tarr was typing any changes that the commission was requesting.

Commissioner Wang thought that writing “a written or electronically written notification” was redundant and asked if that was necessary.

Commissioner Tarr said that clarifying that the notification be written or electronically written was necessary because in 2012, clubs had to hand write there notifications because emailing was not specified in the policy at that time.

Commissioner Wang was suggesting that the policy read “written,” not “electronically written.”

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Commissioner Tarr then said that if that were to happen, then a club wouldn't be able to hand in a note and was concerned about a club not having access to a computer.

Funding Manager Desamero said that an "electronic notification" is a very broad term.

Commissioner Wang suggested that it read an electronically written email.

Funding Manger Desamero suggested that the email be as specific as possible.

Commissioner Bitar said that he would be in favor if the policy read an electronic mail. Commissioner Wang agreed.

Desamero said that that would mean that no phone calls are allowed and that a club cannot use any other type of internet communication if it is not emailing.

Rocio Ayard asked if the commission would like to clarify whether or not the clubs should be emailing them to their personal email, or work email.

Commissioner Wang said that it is acceptable for a club to email the commissioners at either their work or personal email.

Rocio Ayard was concerned that some clubs would classify Facebook as a form of email.

Commissioner Bittar said that it should say email in order to clarify that other forms of electronic messaging should not be allowed.

Roico Ayard suggested that the policy say that a club should send a message to the commissioner's email to avoid future confusion.

Commissioner Wang said that she didn't want clubs to be restricted to email the commissioners with only one email and that she wouldn't want to

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decline someone's email just because they sent it to their personal email and not their work email.

Commissioner Bittar said that Roico Ayard has a good point because when clubs send messages to the commissioners through their personal email the commissioners give them to the end of the hearing.

Commissioner Carrasco clarified that Commissioner Wang wants to say email in general so that the clubs can infer that they should be emailing the commissioners through their work email.

Commissioner Wang left the room at 5:42pm.

Commissioner Ronquillo asked the commission if anyone has every sent a message through Facebook instead of email.

Commissioner Tarr said that it has not happened, however he would like to avoid future confusion.

Funding Manager Desamero said that he believes that saying electronic email is a more professional way of calling email.

Commissioner Bittar said that saying electronic email leaves more room for loopholes.

Commissioner Tarr changed the policy to read "they must submit to their commissioner a notification that may be written or submitted to the official commissioner email."

Commissioner Wang entered the room at 5:43pm.

Rocio Ayard said that the way that the new policy is written is very lenient.

Commissioner Tarr responded by saying that the policy is not only for the current commission, but for future commissions and said that if any gray areas are left, the future commission may not know the intent of the decisions that were made.

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Commissioner Wang said that she did not agree with the new wording of the policy because she believes that clubs should be allowed to send emails to the commissioner's personal emails. Commissioner Wang said that she receives personal emails on her phone; therefore she likes to give out her personal email instead of her work email.

Rocio Ayard told the commission that they should not be using their personal email and that the main form of communication should be through their work email. Rocio said that the commissioners should let clubs know that before the funding hearing happens, the clubs should be sending them an email, to their work email.

Funding Manger Desamero believes that in the future clubs will mistakenly send an email to a commissioner's private email, creating problems.

Commissioner Bittar said that the rules are made clear in the policy.

Funding Manager Desamero said that a written notification would also count.

The commission was discussing possible loopholes with allowing clubs to write written notifications, which would include the fact that those notifications could be written at the funding hearing, not before the funding hearing.

Commissioner Tarr said that either the president or treasure must submit an electronically written notification. Commissioner Tarr said that he was in favor of allowing clubs to use websites such as Facebook as a line of communication.

Commissioner Tarr suggested that the policy say that it is recommended that clubs use emailing as their line of communication, however if they want to use websites such as Facebook, they can. Commissioner Tarr said that this way it conveys the commission's intent, without enforcing it.

Rocio Ayard said that it is she believes that it is unnecessary for the commission to allow clubs to choose their way of communication.

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Commissioner Wang said that she believes the policy should read that if the president or treasure should not have the ability to attend the club support funding hearing either the president or treasure can submit an email to their commissioner.

Commissioner Tarr was suggesting that the policy should be changed to say that the president or treasure can be the one to send the email to their commissioner.

Commissioner Wang said that the word "they", meaning the president or treasure, concerns her because the "they" conveys that both the treasure and the president have to send a notification.

Funding Manager Desamero said that it is important to be as specific as possible.

Commissioner Wang wants the policy to be changed to read that either the president or the treasure can submit an email to their commissioner.

Commissioner Tarr changed the wording of the policy to specify that either the president or treasure can email their commissioner.

Commissioner Ronquillo was asking about the revision of the policy. "Should the president or treasure not have the ability to attend the club support funding hearing, either..." From there the commission was deciding on how the policy should be worded.

Rocio Ayard said that the reason why you are having this discussion, it is because the manual is not being read. Rocio asked that when this policy does change, how the members of the clubs are going to find out. Rocio said that if the wording of the policy makes sense to the commissioners, then the policy should work. Rocio said that that commission should not get caught up in the little details.

Commissioner Tarr said that the main changes that should be made to the policy is when the emails should be sent out and whether or not ASUN

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elected or appointed officials should be allowed to attend the funding hearings.

Commissioner Tarr clarified that the changes that are being discussed are for only the next funding hearings. Commissioner Tarr said that if the new proposed policy is shut down by either us, or senate, then there is no change to the policy.

Funding Manager Desamero wanted to note that the commission may not be going through the entire policy. Funding Manager said that the commission can either fix the problem now or later.

Commissioner Bittar said that the commission is overthinking the changes of the policy.

Commissioner Wang left the room at 5:52. She did not return.

Commissioner Ronquillo said that he was in favor of the initial phrasing of the policy.

Commissioner Bittar said that he was for leaving it the way it is when it reads "an electronically written notification."

Funding Manager asked Commissioner Bittar if he is aware of the consequences for leaving the policy the way it is.

Commissioner Bittar said yes.

Commissioner Tarr read the revised policy, chapter 3, title b, section 6 "Should the president or treasure not have the ability to attend the club support funding hearing they must submit to a member of the commission including the director or funding manager a written or electronically written notification including name of the officer or member who will be acting in their place at any point before the end of the meeting or hearing at which their request is to be heard. A club may not be heard and approved of funds until the proxy notification is received. Any ASUN appointed or elected officers may not represent their organization's interests before this body or serve as proxy. Only undergraduate members will be allowed."

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Commissioners Carrasco and Ronquillo are satisfied with the changes.

Commissioner Bittar has no comment about the changes that were made.

There were suggestions to any other policy change at this time.

Commissioner Tarr moved to unsuspend Roberts Rules.

Commissioner Bittar seconded the motion.

Motion Carried.

Funding Manager Desamero moved to approve all of the current changes of the policy so that it can be passed onto Senate, Chapter 3, title b section 6, Proxy at a support club Funding.”

Commissioner Tarr read the changes that were made to Chapter 3, title b, section 6 of the policy. “Should the president and the treasure not have the ability to attend the club support funding hearing they must submit to a member of the commission including the director or funding manager a written or electronically written notification including name for the officer or member who will be acting in their place at any point before the end of the meeting or hearing at which their request is to be heard. The club may not be heard and approved of funds until the proxy notification is received. Any ASUN appointed or elected officers may not represent their organization’s interests before this body or serve as proxy. Only undergraduate members will be allowed.”

Commissioner Tarr moved to approve the above changes to Chapter 3, title b, section 6 of the Club Support Funding Policy Manual.

Commissioner Bittar seconded the motion.

There was no discussion on the motion.

Motion carried.

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Funding Manager Desamero said that he will be forwarding the changes to director long and to the committee of government operations.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

- a. Rocio Ayard read Director Long's report, since he was not present. The report read that the Commissioners are to see someone named Jared on all emails regarding recognition and renewal process. This will keep Jared in the loop on what's going on in clubs and organizations. Rocio said that when a new club is formed, the club has to come to the commission to present, but the way that Rocio and Director Long discussed it was that it is the commissioner's responsibility to follow through. If new clubs come to the meeting, then they must also attend a department meeting to get there account off hold. The commissioner's need to make sure that the club knows that date and location of the meeting.

Funding Manger Desamero asked Commissioner Bittar if he spoke with Urban Dance Club before the meeting.

Commissioner Bittar said yes.

Rocio continued to read Director Long's report the report said that the commissioners need to use their resources to effectively answer any and all emails that they receive. Rocio said that she is willing to answer any questions that the commissioner's may have.

Rocio continued to Read Director Long's report "I aspect you to meet with Rocio for your one on ones by next meeting. Rocio will let me know if it hasn't happened or if it has. Rocio will be an important tool in regards to your project."

Funding Manager Desamero said that last year, Rocio provided very helpful information and gave me very valuable advice.

Director long wants to make the expectations of the commissioners more clear, so if expectations are not met, the first step that he will take is a meeting to discuss the issue. The next step would be to give a secondary warning about the matter. The third step is termination. That is to organize and put a process in place so that it isn't a surprise to the commissioners of they are doing a good or bad job.

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6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

- a. The Club Support Funding Manager, Jared Desamero, will give his report.

Funding Manager Desamero apologized for his emails being late over the last 2 weeks and for not being able to get the agenda posted for next Wednesday. Funding Manager Desamero said that he believes that there were no applications that the commission needed to hear, so if the commission is willing to meet on Friday, one last time, it would be a short meeting.

Commissioner Carrasco said that she had missed a club meeting 3 times in a row and said that she may not be at the meeting the following Friday.

Funding Manager Desamero said that if a quorum is met on the following Friday, then he will be following up with the commissioners as soon as possible. Funding Manager Desamero said that will keep in contact with Director Long about the meeting times.

Rocio Ayard said that the meetings do not have to be every single week, but they have to meet twice a month.

Funding Manager Desamero said that Director Long and a few other people in student engagement asked him to complete a new spreadsheet with additional comments, and have a calculator that can do calculations for the commissioners so that if a club does not have the 40 percent, it will automatically be calculated. Funding Manager Desamero said that he also changed the front page to have short, frequently asked questions for club leaders and commonly used terms instead of what was on the original spreadsheet. Funding Manager Desamero asked if any of the commissioners can help with this project.

Commissioner Bittar said that he may help, but didn't give a definite yes.

Commissioner Tarr said that he is currently working on a project that is taking a lot of time, otherwise he would help.

7. REPORT OF THE COMMISSIONERS

- a. The Club Commissioners will each give their report.
i. **Luke Bittar, Sports and Recreation –**

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Commissioner Bittar said that they will be having a sports council executive meeting this week.

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

iii. **Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education** – Commissioner Tarr said that he was working on new proxy policy, which was approved at the clubs and organizations meeting. Commissioner Tarr is going to present the new policy information to a professional staff and said that he is also in the process of setting up town halls that are open to club leaders. At these town halls people are to be selected, who have a lot in common, for focus groups so they can feel comfortable opening up to whatever the discussion is. Commissioner Tarr said that he sent the pizza with the president email out a couple of hours ago.

iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering – Not Present

v. **Casandra Carrasco, Multicultural & Diversity**

Commissioner Carrasco said that the diversity baroque went well, and said that she will be meeting with the Latino student advisor soon to discuss their further plans and actions for upcoming conferences.

vi. **Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement**

Commissioner Ronquillo said that the commissioner's newsletter information is due the next day so that he can make the rough draft. He will be talking to Rocio the following Tuesday to discuss what needs to be added to it. Commissioner Ronquillo and an individual named Rod will meet next week on Friday to do gift polls and that's when the gift polls will be finalized.

Funding Manager Desamero said that interns will be coming soon.

8. APPROVAL OF MINUTES

There were no minutes to approve at this time

9. REMARKS

- a. Members of the Commission gave remarks to the Director and Funding Manager. The Commission told Funding Manager Desamero that he did well running the meeting.

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10. STAFF REPORT(S)

- a. Rocio Ayard wanted to thank the Commission for communicating and that she made the decision to bring back the Club list serve and said that that will be useful for quick, important communication, like policy changes and reminders. Rocio said that if the commissioners do need to send information that is important then they would just send it to the list serve. Rocio said that she is looking forward to the one on ones and she wants to make sure that the commission isn't overwhelmed.

11. PUBLIC COMMENT

There was no public comment at this time.

12. ADJOURNMENT

The meeting was adjourned at 6:13 pm.

Note: Unless otherwise marked by an asterisk, all agenda items are action items upon which the Commission may take action. Action items may be taken out of the order to be presented at the discretion of the Chair.

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