

# Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, January 24<sup>th</sup>, 2017 at 5:30 PM

Joe Crowley Student Union, Presidents' Conference Room, 3<sup>rd</sup> Floor

## 1. CALL MEETING TO ORDER

Director Long called the meeting of the Department of Clubs and Organizations to order on Tuesday, January 24<sup>th</sup> at 5:35 PM in the President's Conference Room on the third floor of the Joe Crowley Student Union. Presiding Secretary, Kaitie Christensen.

## 2. ROLL CALL

Director Long and Commissioners Desamero, Bittar, Carrasco, Hidalgo, Ronquillo, Tarr, and Wang were present.

A quorum was present.

## 3. PUBLIC COMMENT

There was no public comment.

## 4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

- a. The Commission may discuss and/or act upon items regarding Department policies and procedures, Club Support Funding requests, conduct proceedings requests, and other matters related to the functions of the Department.

- i. **Action:** The Commission will hear the following requests for early funding for the Spring I Funding Period.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Women's Ultimate Frisbee	Early: Tier 2	\$475		

Director Long introduced Women's Ultimate Frisbee to hear their early tier two funding request, and asked if they were ASUN elected or appointed officials.

Women's Ultimate Frisbee brought their president and a proxy. Neither were ASUN elected or appointed officials. Commissioner Desamero said he got the proxy email.

Director Long asked Women's Ultimate Frisbee to explain why they are applying for early funding.

Women's Ultimate Frisbee said they have a tournament in an awkward time for spring one funding because it is right on the funding date, and they want the check early. They requested the check January 15<sup>th</sup>, but they can make it work as long as they keep in communication.

Commissioner Hidalgo said that sounded good and their application looked fine. For future reference if it is really close, they would do the funding period before.

Commissioner Bittar said that it overlaps.

Director Ayard said they could have paid earlier.

Director Long asked if the commission was okay with approving this request with the dates

Commissioner Wang wanted to make sure they had enough money in their accounts for tier two

Commissioner Desamero asked when the last time they requested was

Women's Ultimate Frisbee said December

Commissioner Desamero said they should have enough money according to what he had down.

Director Long asked if he should run to Central Station and check.

*Funding Manager Desamero stepped out of the room at 5:39 pm.*

Director Ayard asked if they had found out about security and if they had a game this weekend.

Commissioner Hidalgo said their supporting docs are good, so as long as they have enough funds it should be a good application

Director Long said it was awkward waiting for Desamero to check the funds. Asked if anyone had a joke

Commissioner Tarr asked what did the dog say to the tree

The commission replied in unison: bark

Commissioner Bittar asked if he could bring his dog to the next meeting

Director Long said sure

Commissioner Hidalgo said Richard remind him of a cow because he has him utterly amazed

Director Long said that was the nicest thing he ever said to him

Commissioner Hidalgo said Rocio reminds him of a strawberry because she's berry sweet  
Luke reminds him of toothpaste because they were mint to be together

Commissioner Wang said she sent the information.

*Funding manager Desamero stepped back into the room at 5:41 pm.*

Commissioner Desamero said it was good

Commissioner Hidalgo moved to approve the tier two application in the amount of \$270.

Seconded by Commissioner Tarr.

Motion carried.

- ii. **Action:** The Commission will propose and make changes to the Department of Clubs and Organizations governing documents.
  1. **Club Support Funding Policy Manual**

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BEFORE THE MEETING.**

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## 2. Department Procedures Manual

### 5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Long said he hoped everyone had a fantastic break. They have been planning club fair. Will meet with Tarr to finalize the tables. There were 151 tables from the map he looked at and 145 signed up, which means that they will have six extra tables. Planned to offer first come first serve, so whoever works the sign in table will have a list to write the club name down so they have the six tables to give to the first six on the list. There will be a few clubs who show up late: Up Till Dawn, and another club said they would check in early, leave, and come back. A few clubs may not show up and after ten minutes we can start offering up those tables as well. Asked the commission to arrive at 3:15, and will be speaking with professors about missing class so he can be there the entire time. The Joe Staff is going to set up the tables, and there will be a slide show with pictures of the club fairs in the past and Night of All Nations. Hopefully we can use Pandora. Because of check in, he was expecting some sort of influx of clubs early so it will be packed, but I would rather have them here early than when it's packed.

Commissioner Hidalgo asked if the registration was just signing in or if it was online

Director Long said it was just sign in, there is no survey or GivePulse so it should be easy

Director Ayard said that CSE had two tables and there was one for Brushfire, so they can use the two tables for CSE and remove the one for Brushfire. So it will be Brushfire, Wolfpack Radio, and CSE.

Director Long said okay

Director Ayard said it would be two tables, not three

Commissioner Desamero said he had a class from 5:30 to 6:45 and a class until four, so he may be gone.

Director Long said that was fine, they should have enough people

Commissioner Wang said she had a lab from five to eight

Commissioner Hidalgo said he had a class conflict

Commissioner Ronquillo said he had class four to seven

Commissioner Carrasco said she can't make it from 3:15 to 4:30 but then she was free until the end of the night

Director Long said they would still make it work

Director Ayard said Jared would switch his hours and make it

Director Long asked the intern if he said he would go

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Director Ayard said she would like to see them giving the Joe Staff direction. She met with Helena over break, and she thought they didn't really understand that they can do whatever we ask them to, but we need to make sure that whatever we need we ask them to do because we are paying them to do that. They can put the numbers on the tables, and they can do registrations, especially if we have clipboards and highlighters so that you can run around and take care of other things. Let's get organized for that so that we can optimize the staff.

Director Long said he would work off of the Excel for all of the registration for this club fair, and he would put together one that just has the club names and maybe the primary contact and the table numbers and give that to them. He had already planned for them to put the numbers on the table, but it's really no set up, so it should be good to go.

Commissioner Hidalgo said he would be there from four until the end. Asked if they should wear their commission polos.

Director Long said that would be ideal. Asked if they wanted to do commission polos or organizations that you're a part of with name tags.

Commissioner Hidalgo said the polos are fine. Sometimes they look nice in them and they're professional, but said to wear their nametags.

Commissioner Tarr said he voted for polos and name tags.

Director Ayard said she discouraged them to use organizations they belong to because they are there to represent all clubs, not just the ones they belong to.

Commissioner Hidalgo asked if they had an ASUN tables

Director Long said there were two for the Center for Student Engagement

Commissioner Hidalgo asked if they had to work those tables

Director Ayard said they would staff those tables. Clubs and orgs could have table but organizations wouldn't come to them, they should introduce themselves. They could have a table for people who want to become a commissioner.

Director Long said he would have extra print outs of the table numbers and excel sheets

Director Ayard asked if the map is going to be just tables and numbers, or a map of where the organizations are

Director Long said he took the Joe PDF of the table layouts, wrote numbers on them, and scanned them. The tables are so packed in the 8.5x11 page that more information won't fit

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Director Ayard recommended having an info table because that was a constant thing, and they can have Joe staff and let them know. We were bombarded with constant questions asking where clubs were, because students come with this idea that they already know the clubs they want to talk to, and they want to find them.

Commissioner Tarr said they would have an announcement, that they could talk to Joe staff or commissioners to get information about club locations

Director Long said that would be ideal. They did a clubs and orgs table last year and no one visited it anyways, so they would rather hold the table than take another one.

Director Ayard asked if they could ask the Joe if they could have a stand and just say “Looking for a club?” and someone can be standing there.

Director Long said they could make those announcements as well

Commissioner Hidalgo said they could do that, but it would be easier for the Joe staff to have print outs, but an easel is easy too.

Director Long said he would print everything.

Commissioner Tarr said they should have a Walmart greeter ask “did you find everything you were looking for?”

Director Long asked if anyone had any other information about the club fair

#### **6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER**

Director Long asked Desamero to put the funding tracker on the drive so he can access it.

Commissioner Desamero said there wasn't much going on in his end. Rocio emailed him about meeting with the committee on budget and finance in March, and he will prepare a financial memo for that. He has already prepared two financial memos in the last semester. For the funding tracker, he is still working on how to attach the coalition and find a way to get data from that. It should be updated soon. By mid-spring two they should be able to assess everything and see how funding trends have been affected.

Director Ayard asked Commissioner Desamero to start working on a report to let them know where they are at

Commissioner Desamero said he could do that

#### **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 they had their first sports council meeting on Friday and he had already booked a room. It will get his project rolling, his goal is to make renewing as a sports club easier. Friday will mark the first day where he gathers data from the clubs to find out what the issues are when they renew because they see a lot of clubs lag behind when they renew and he can get his ball rolling.

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

Commissioner Hidalgo thanked the commission for sending him input. After looking back at everything, he wanted to tell them what everyone said. Summed it up into five characteristics of customer service. The first one is understanding, which he chose to be able to have patience, empathy, and work with people to solve their problems. These characteristics are more than just the words, they have meaning behind them as to how they apply to the commission. Second is flexibility to work around a customer's schedule when there are conflicts to avoid a negative connotation. Third is being goal oriented because if they don't want to work towards something they won't work hard during their time, so being goal oriented shows that they have passion and positivity. Fourth is communication because customers hate it when they are out of the loop and makes the organization look bad. Fifth is knowledge of the job so that we can give the best advice. With this was supposed to make a survey for club fair, but that won't work, so a week after club fair he will send out a follow up club fair to ask about ASUN as a whole and the commission. Will send that out within the next two weeks, and has a couple other things he wanted to try like creating a commissioner panel like what they did at iLead. Was unsure what a good date is, so they could get that word out and get a decent turnout, which can be beneficial for the commission and set a good precedent.

iii. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education

Commissioner Tarr gave a shout out to his fantasy football team, who came in dead last. Said club fair was going to be lit. He would update the commission next week with more of his policy ideas, but he wants the commission to think about the off campus tier. Asked if they want to open it up to allow more flexibility with off campus stuff, such as allowing them to reserve space off campus or restrict it to contract registrations which opens up the travel tier. This is just food for thought for the discussion next week. Also he preferred this time to ten in the morning because he hated waking up.

Commissioner Bittar respectfully disagreed.

iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering

Commissioner Wang said she wanted to discuss SAWE, who holds an annual fundraiser in April. It's a big fundraiser and it hosts about 200 people. They decided to have it off campus, and they wanted to reserve their tier four money for t-shirts and other things, and they were wondering if they could use tier two to pay for a band, and donate the money to the band, and the band out donate the money to and MGO about water, so the band is kind of a middle man. They wanted it as tier three, but she told them it was technically tier two because it wasn't registration for a conference, they are registering a band. She

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told them to submit a tier two application and see, but she wanted to get the commission's opinion.

Commissioner Tarr said it is always worth submitting to see what happens, but the way he saw tier two was as expenses directly related to travel, such as signing up for a conference. This didn't seem like tier two to him, but they would see at the funding hearing.

Director Long said to keep in mind about the conversation they were having and how they were saying things

Commissioner Wang said they didn't seem very keen about what they had said. Asked if they were traveling to the conference, did that count

Commissioner Tarr said they weren't bussing people there

Commissioner Wang said they would pay for registration for the band and they travel to register the band

Commissioner Tarr said when you pay for an on campus event to have a speaker and you pay for the speaker's travel, that's not tier two

Commissioner Wang said that that was an on campus event

Commissioner Tarr said that you don't use tier two for the outside person's travel, the travel is meant for the travel of the students

Commissioner Ronquillo agreed with Commissioner Tarr, unless they wanted to submit for tier five

Commissioner Tarr said that was community service

Commissioner Ronquillo said it was a fundraiser for a donation, so they are donating to charity

Commissioner Wang said her and Rocio are getting together to try to do an advisor training in April. They have made a survey that will be sent out to all advisors next week that will ask how long they have been an advisor, what they like about being an advisor, what they know about ASUN, something that says if they would be interested in a training. It wouldn't be a whole day, probably an hour of information about advisors. The legacy binder is coming along.

v. Casandra Carrasco, Multicultural & Diversity

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Commissioner Carrasco said this semester she is going to try to get the club lead thing with her intern. The Latin Dance Club wants to make a big event, that hopefully is as big as the Night of All Nations. The Diversity Summit in March after spring break needs to be signed up for, make sure there are no conflicts.

- vi. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement  
Commissioner Ronquillo said he was working on the news letter, and can put surveys in the news letter to be sent out. He talked with Rocio over winter break, and he will make a handbook for new clubs so they have something to reference for the first year about how to fundraise, and if there is a new officer we can give it to officers. It will be a reference guide for the ins and outs of ASUN so they don't always have to refer to the website.

*Commissioner Carrasco stepped out of the room at 6:09 pm.*

## 8. APPROVAL OF MINUTES

- a. November 9<sup>th</sup>, 2016
- b. November 18<sup>th</sup>, 2016 @ 4 PM
- c. November 18<sup>th</sup>, 2016 @ 4:45 PM
- d. November 19<sup>th</sup>, 2016 @ 10 AM
- e. November 30<sup>th</sup>, 2016
- f. December 7<sup>th</sup>, 2016

Director Long sought a motion to approve the minutes from November 9<sup>th</sup>, 2016, November 18<sup>th</sup> 2016 at 4pm, November 30<sup>th</sup> 2016, and December 7<sup>th</sup> 2016.

Commissioner Bittar moved to approve.

Seconded by Commissioner Wang.

Motion carried.

## 9. REMARKS

No remarks at this time.

## 10. STAFF REPORT(S)

Director Ayard said that she had a longer list but she would try to make it fast. She worked Tuesday evenings now to accommodate for this meeting, so if they are looking for her Tuesday mornings they won't find her. CSE is the new company clubs and organizations will use when requesting security, when they are working with organizations they need to start to change their language because ESI is no longer contracted with the university. They can say CSE or the security company. She will talk more in detail about that later. The biggest change organizations will see is they have to have a minimum of four hours, even if their event is less than that. The board is going to try their best to assign security only when needed and when there is a risk. Prices will be a little bit of a wash. ESI used to require two security offices, a supervisor and an officer, and CSE requires just one. At the end of the day it kind of balances out. It might be a dollar or two dollars more. Let her know if there are any questions. Talked to the Joe about invoices, there is a challenge

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right now about the Joe invoicing organizations a month to three months after the event happens, which means the organization can no longer use their funding for that funding period because it already passed. That creates a challenge, so James and her will work with them. They are saying the maximum timeframe for an invoice is one to two months, but if an organization had an event April 16<sup>th</sup> and the funding period is over on the 18<sup>th</sup>, they would still go over that. It is the renewal time of year, so she wants some feedback or help her mention club renewals or talk to organizations tomorrow. There will be a blackboard at the club fair with important dates so that organizations can take pictures and save it, and she will start advertising the dates March 15-May 1<sup>st</sup>. If they hear different information, let her know otherwise they will start advertising that soon. Keep in mind they have an organization registered to become a new club, Rec Volleyball and she will talk to them about their purpose because we already have men's and women's volleyball so the only difference is that this is co-ed. Wanted to get feedback from everyone on their thoughts, because this is something that is kind of different but not so different.

Director Long thought it was fine, because right now men's and women's volleyball is club volleyball so you have to try out to make the team. With this if they accept all students he is game.

Director Ayard said intramurals can create intramural teams. This team will be receiving money.

Director Long said he didn't think it would be okay if it was playing intramurals, but if they are doing city rec league it's okay

Commissioner Hidalgo said he agreed with Richard. He liked the aspect of city rec league or if they are just buying equipment to play volleyball at the park, that would be dope. The club volleyball you have to try out for, and not everyone makes the team, or if you do make the team you may not get playing time. He especially liked that it was co-ed.

Commissioner Ronquillo said if they do a rec league, wouldn't they have to limit members

Director Long said they could build as many leagues as they want

Commissioner Tarr said the volleyball teams are competitive teams, and sometimes they go out of state to compete. This could be casual. Four years ago there was a video game club on campus called UNR Gaming, but it wasn't well run, so two other kids decided to start a brand new club, and on paper it's the exact same thing, but now that other club is gone because they had poor leaders, and the new one, Nevada E-Sports is one of the biggest clubs on campus. It's not bad to have different approaches to the same topic.

Director Ayard said she would keep them posted. She still needed to talk to them and find out what their mission is in more detail. Thanked everyone for meeting with her over winter break. Sent Rachel some feedback on advisor training, but they need to ask advisors what they want to know. For Kenneth, she was thinking of doing focus groups to target new organizations to find out how their first year was. For everyone else, she encouraged them to continue meeting with her and she was excited to see the results of the projects. Wrap up the club support funding manual so that they can see the results.

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Director Long said he had class in ten minutes, so he would pass the gavel to Commissioner Desamero if they didn't finish in time.

Director Ayard asked how many people used the club renewal sheet over winter break. Jared came up with a new process so they could use it and see how they were doing and get an idea of where their coalition is and how they are doing. Use the information to step it up, they would like to see clubs renew.

Commissioner Desamero said these numbers are valuable, but said to know that there are some things that are uncontrollable with club renewable. They should reach out to previous club leaders and encourage people to even restart a club, last year in his coalition a club restarted. There will always be someone else who might restart a club.

Commissioner Wang asked if a club didn't want a treasurer, could they not have one

Director Ayard said they had to have one or they couldn't operate

Wang asked if there was any way around it

Director Ayard said no.

#### **11. PUBLIC COMMENT**

There was no public comment at this time.

#### **12. ADJOURNMENT**

Director Long adjourned the meeting of the Department of Clubs and Organizations at 6:23 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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