

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, March 7th, 2017 at 5:30 PM

Joe Crowley Student Union, Presidents' Conference Room, 3rd Floor

1. CALL MEETING TO ORDER

Director Long called the Department of Clubs and Organizations to order at 5:35 pm in the President's Conference Room on the third floor of the Joe Crowley Student Union. Presiding Secretary, Andrea Godoy.

2. ROLL CALL

Director Long and Commissioners Desamero, Bittar, Carrasco, Hidalgo, Tarr, and Wang were present. Commissioner Ronquillo was absent excused.

3. PUBLIC COMMENT

There was no public comment at this time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

Action: The Commission will make edits and discuss governing documents for the Department of Clubs and Organizations.

a. Club Support Funding Policy Manual

b. Department Procedures Manual

Commissioner Tarr moved to suspend Roberts rules until 6:25 pm

Commissioner Bittar seconded

Motion carried

Commissioner Tarr said they stopped at page nine. Go to drive and one is a word doc and the other is a google docs. The one that said last modified at 5:54 pm, not a few weeks ago, is what they should open. To recap, they ended with him going home to write policy for how the \$250 would work from on and off campus service events. That is what he did with section 6. Proofread proposed changes but it should be straightforward,

CSFM Desamero asked if they should add "for each tier,"

Commissioner Hidalgo said it said under the on campus and off campus tier

CSFM Desamero said it could be confused still

Commissioner Tarr said he meant to take out the period and lowercase the "t"

CSFM Desamero said he still thought it should say "towards each account"

Commissioner Bittar agreed.

Commissioner Tarr said if they made changes just use the editing tool to track what they need to motion in. Asked how "towards each tier cap," worked

Commissioner Desamero said that was fine

Commissioner Tarr moved to add "towards each tier cap" in Chapter B, title 2, section 6 by unanimous consent

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

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Motion carried.

Commissioner Tarr moved to renumber section 6 to section 7, unanimously

Motion carried

Secretary Godoy said they don't have to motion if it's a clerical error. Unless formatting changes the intent or meaning, they don't need to motion.

Commissioner Tarr said in section 7 the emergency requests, the notes he took was that they wanted a \$1000 emergency cap for on campus events. Asked if they liked it or wanted to change anything.

Director Long asked if it was \$800 before

Commissioner Bittar said they just said \$800

Commissioner Tarr said they should match with off campus.

Commissioner Wang said she and Ronquillo thought it would make sense to match it

Commissioner Tarr said they can discuss it but was assuming \$1000 was fine

Commissioner Tarr Moved to add under section 7: Tier funding cap for emergency requests, part A, "such a request shall not exceed \$1000," by unanimous consent.

No dissent; motion carried.

Commissioner Tarr said they officially ended on food and beverage request part. He did change it a little bit by adding part 4 and upped lecture series to 5 per semester, so about once a month. Asked if they were all okay with it

CSFM Desamero asked why they stopped fudging food and beverage for club meetings

Director Long said it was not effective use of student funds

Commissioner Bittar said they should make it even

Commissioner Wang why they chose three

Commissioner Tarr said he would need to look if it had been changed, he might have upped it

Commissioner Wang said he upped it by one, because it was two now.

Commissioner Tarr said it was to match part 3. Just upped them both up by 2, but they could propose a different number

CSFM Desamero said that was good, it was more flexible

Commissioner Tarr agreed and it gave more oversight

CSFM Desamero said he was considering a change for club meetings

Commissioner Wang asked about the price of lectures

Commissioner Tarr said it was like \$25 per lecture

Commissioner Wang how many total

Commissioner Tarr said they had 4 per semester but should double check with Desamero

Commissioner Desamero said 5.

Commissioner Tarr said that matched then. In section 12, it was what they went over with first right of refusal. Asked if they wanted to add anything else.

Commissioner Wang said they should add a number 3 and 4 since that was what they did the whole time.

Commissioner Tarr said they didn't need to motion since it didn't change the intent, was clerical.

Tarr moved to add Section 12: First Right of Refusal by unanimous consent.
No dissent; motion carried.

Commissioner Tarr said section 13 was the no list, didn't change anything but let him know if they saw anything that might be off.

Commissioner Desamero said they suggested removing capital items and creating new section in chapter 6, section 12 to limit the funding rate to 100 rather than totally denying capital expenditures.

Commissioner Tarr asked what the commission thought.

Commissioner Hidalgo agreed. He felt they didn't have many capital items since most people were at 99.99.

Commissioner Tarr asked if they wanted to asterisk under items not funded

Commissioner Hidalgo said yes since that was what was happening in their term at least

Commissioner Tarr liked it and agreed they should make the change.

Commissioner Bittar liked that. Said they should add capital items to the no list.

Commissioner Carrasco agreed

Commissioner Tarr moved to strike item 3 from section 13: "items not funded," by unanimous consent
No dissent; motion carried.

Commissioner Hidalgo asked if they removed this from the no list.

Commissioner Tarr said yes. In sections 14-18 it was all about how event dates needed to be used for which funding hearing to be a part of. Can strike the word request.

Director Long asked if that was clerical

Commissioner Tarr said he didn't know but it didn't affect the intent

Commissioner Wang asked how everyone felt about the 21 days vs 30 days

Commissioner Tarr said 21 is three weeks

Commissioner Wang said yeah, why not extend that to a month. They haven't been doing funding correctly.

Commissioner Carrasco asked if there was a specific reason for that number now.

Director Long said there probably wasn't too much significance

Commissioner Wang said she felt like a month was better. Even though they haven't been following the right method of funding, doesn't mean the next commission won't

Commissioner Tarr said that everything that was written down, they had to expect it would be followed and that people can understand years from now

Commissioner Wang felt a month was better than 3 weeks.

Commissioner Long asked how long each funding period was

CSFM Desamero said it varied, but they were all around same dates

Commissioner Tarr said about 2 months for fall 1. If they changed it to 30 days, then it was 1 month or half of it now, give or take a day depending on how many days in a month. He was fine with 30 days, it just needed to be deemed early funding, commission had discretion to decide if it was early funding or if it could be done at a hearing.

Commissioner Wang wanted it to be 30 days. Asked if they had to add the word thirty.

Commissioner Wang moved to change in section 16, 21 to 30 days and in section 17, 21 days to 30, by unanimous dissent

No dissent; motion carried

CSFM Desamero said there was also an edit he wanted them to make for clarity.

Commissioner Wang if they were saying that funds were not remitted immediately

CSFM Desamero said the statement implied it did it for all of them, but funds were remitted immediately only for the operations tier. Automatic remittance only happens for operations after a month.

Commissioner Tarr moved to strike in section 15, "what is not utilized by the date shall be immediately remitted into the club support account."

No dissent; motion carried.

Director Long asked why they did that

CSFM Desamero said it was for clarity since that one statement made it really confusing and implied that funds were automatically remitted for all tiers.

Commissioner Tarr said that for section 19, it said the club needed to be 80% undergrad members. Was the same it always has been.

Commissioner Hidalgo asked if they had to have at least 10 members

Commissioner Tarr said this was just for the funding aspect but that was also in the department manual

CSFM Desamero said that some clubs had a mix but some were just general. Wanted to make sure it was majority undergrad

Commissioner Tarr said they were in chapter C, which was funding caps stuff. Section 1 had caps and that was the same except he changed some wording for on campus/off campus/ travel. The gift in kind was different, change the 15% because it didn't incentivize clubs to get outside funding. He reverted it back.

Commissioner Wang said it made sense to her.

Commissioner Tarr said getting big sponsorships to help them was good

Commissioner Wang asked if it changed anything to get rid of the word raise, because clubs have asked if they needed to show that they "raised" this money, and some clubs have panicked to do fundraisers because they thought they had to "raise" money for an event.

Commissioner Tarr said it said they must raise and deposit. They need to have the 40% in their account, but if they fundraise out of pocket that's up to them. He could see how that caused confusion. Didn't see harm in taking it out.

Commissioner Desamero asked they wanted to delete all of the ones that say raise.

Commissioner Tarr said yes. Asked if there were other things. At this point the manual was pretty structures, the manual just explained it. In section 2, everything was the same for central station gas rates.

Director Long said it was the per diem set by GSA.

Commissioner Tarr asked for what

Director Long said it was the gas cap

Commissioner Tarr asked gas?

Director Long said yeah

Commissioner Tarr said he thought it was the state rate.

Director Long said it was GSA

Commissioner Tarr said it said the reimbursement set by central station

Director Long said he was just going to include the link

Commissioner Tarr asked if the state would change the website

Director Long said they update it

Commissioner Tarr said they can add that then to make it more clear. The apparel rate funding cap was a big change in this section. Believed that 6 and 7 was jerseys for club sports.

Commissioner Bittar said many clubs will be happy with that

Commissioner Desamero asked what changed

Commissioner Tarr said subsections 6 and 7 in section 19. Polos also moved up by \$2. Polos are more expensive than shirts, and they are not the same. That was odd to him.

Director Long thought it was great.

Commissioner Wang if they considered long sleeve t-shirts.

Commissioner Tarr said they were just t-shirts

Commissioner Wang if they could format it differently. It looked weird.

Commissioner Tarr asked if she wanted it in order by price

Commissioner Wang said yes. It just looked weird.

Commissioner Tarr said Rocio brought this up for section 4, the ASUN University of Nevada Name.

Director Ayard said they allowed organizations to dictate their names, but there could be some type of uniformity when using UNR or whatever.

Commissioner Tarr said that right now it said the University of Nevada, Reno when referring to the university. Asked if they had issues with taking out U of N. In section 5 for banner approval, this came up this year so that banners also have ASUN logo. Asked if that was good or bad

Commissioner Hidalgo thought it was fine, but if it's mandatory then it must be on the main portion and not on the bottom or back or something like that.

Commissioner Tarr said it said the ASUN logo must be visibly placed.

Commissioner Hidalgo said that could mean a lot of different things.

Commissioner Tarr asked what he would suggest then.

Commissioner Bittar asked if that would cause the price to go up.

Commissioner Hidalgo said it was like the shirts.

Commissioner Bittar said he didn't know how banners worked.

Commissioner Tarr said he removed the 2-year thing on banners did that so that policies could reset at the start of every fiscal year. Asked how they wanted to reword that besides visibly placed. It said any plain items were exempt, because adding on a little extra doesn't change the cost that much.

Director Long thought it was fine the way it was. Didn't think anyone would really do something like, put it on the inside of the t-shirt.

Commissioner Tarr said the rest of the sections 6-11 were not changed except for the banner cap was not every 2 years. That way it all resets the start of the fiscal year, with the new commission. Can vote on Desamero's change. They should finish it next week since it was basically done. If they finish next week then it would start the senate process right after spring break. Asked when the new session was

Secretary Godoy said they convened the new session April 18th.

Commissioner Tarr said elections results were right before spring break. They start their new session April 18th, so it will be the new senate voting on this, which would be really weird on their first day.

Director Long said it was April 18th

Commissioner Tarr said they would have to fast track it through senate as fast as possible.

Commissioner Tarr moved to add section 12, capital items cap to say capital items shall not exceed \$100 except for table banners. They are just capped at \$100. Unanimously.

No dissent; motion carried.

Commissioner Tarr asked they read up on remittances, and everything is basically the same or exactly the same.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Long said he was stressed because he had a test tomorrow. They will continue discussion on the policy manual. Wanted to bring up two things. First was incentives for cubs renewing. Asked what they thought they should do.

Commissioner Hidalgo said he was hoping to barbeque outside. Free burgers.

Director Ayard said access to the grill might not be a bad idea.

Director Long said they had thought about logos or hand bills from Inkblot.

Director Ayard asked if they had t-shirts from the club fair.

Director Long said that shirts kept disappearing

Director Ayard said they should change the location of inventory and move things around

Commissioner Bittar said they could give everyone shirts.

Director Ayard said technically not everyone. Maybe the first 20 to renew get t-shirts.

Commissioner Tarr said they can do a draw so that the first 25 or 50 clubs can have 100 deposited

Director Ayard said that everyone that renews by the deadline could be entered into the drawing. She thought that will be great. She will send out email at the end of March to encourage organizations to renew by deadline and wanted to list what they will be drawing for, \$100 could be on there, Inkblot, etc. They also had club survey incentives.

Director Long asked if she meant Rod's club survey

Director Ayard said no, they survey they talked about last year.

Director Long remembered there was another survey.

Director Ayard said that the club survey was administered once a year to survey all the members listed on clubs to gauge attitudes about civic engagement. Last year did mini iPads. Asked what they wanted to do this year. In order for that to be valid, needed at least 300 respondents and that usually only happened if they had good incentives. They can just email or discuss as a group.

Commissioner Bittar said they needed time to think

Commissioner Wang was meeting with the ELC on Friday and wanted to know the gist of what to advertise

Director Ayard said that she didn't need to advertise, because it would be advertised through the Center for Student engagement. Just wanted them to all know at the same time. The incentives shouldn't be promoted right now.

Commissioner Hidalgo asked if there was a budget.

Director Ayard said no

Director Long said there was no budget but it did come out of their account still so don't go crazy.

Commissioner Wang thought that depositing money was good. Also thought they should get something big but if their budget was tight then maybe not.

Director Long said he didn't know where the budget was yet. Inkblot, logo, t-shirt, and an account donation is big incentive.

Director Ayard asked if they wanted just one 100 or what

Commissioner Tarr said first second and third place

Director Ayard asked how that would look

Commissioner Wang said they could do \$150, \$100, and \$50.

Commissioner Bittar said that worked

Director Long asked if they wanted to vote

Commissioner Wang if they could look into the budget first.

Director Long said that amount wasn't a lot.

Director Ayard said there was a combo of other people pitching in so maybe they can do two and someone else two, instead of doing all four iPads.

Commissioner Hidalgo said Bittar thought it would be cool if groups got to do the ilead conference online instead of going.

Commissioner Bittar said he never said that.

Director Ayard said that was horrible.

Commissioner Hidalgo asked if it was just deposited into the clubs account.

Director Long said yes

Commissioner Hidalgo asked if they could give out gift cards

Director Long said no.

Commissioner Wang how much they could give for 1st place without breaking the bank. She said \$150 but since it won't break the budget wanted to go as high as possible

Commissioner Tarr asked when they needed the incentives by. Would it be feasible to sit on it and look into the budget and vote next week?

Director Long said that was fine.

Director Ayard said that was fine and would think of other incentives for the survey and for a club renewing.

Director Long said he met with Bradley to discuss changing the SAS so that it will reflect a change for the Funding Manager to be the assistant director. It will also come with a pay bump from tier three to two, and some grammatical edits in the SAS to make it directly under assistant director.

Commissioner Desamero also talked to Bradley and told her to talk to him. Asked if they were having specific duties or just the title and pay

Director Long said the only big change was the internship program. Their duty is to oversee internship program not just the one intern. Needed focus to remain on funding tracker.

6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

CSFM Desamero said budget and finance on Monday. Will be going. Also for policy, will email them all the information since splitting it up would be more productive to use the meeting time for club policy manual. Will email budget and finance report that is more professional and detailed analysis.

Director Ayard asked if he met with her to meet and discuss a presentation for the staff meeting in three weeks

Desamero asked if there was anything she wanted for the agenda

Commissioner Hidalgo asked when it needed to be ready

CSFM Desamero said by Wednesday night so he can upload it.

Commissioner Hidalgo said BSO might need to be added

CSFM Desamero said yeah, if they decide to come back let him know.

7. REPORT OF THE COMMISSIONERS

- a. Luke Bittar, Sports and Recreation
Commissioner Bittar said no report.
- b. Roderick Hidalgo, Greek Life/Service and Community Outreach
Commissioner Hidalgo said he was trying to find availability for the April bbq and a Friday night to go bowling as a commission and Director Ayard.
- c. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education
Commissioner Tarr said Saturday was great. The basketball team won. The meeting was kind of fun too.
- d. Rachel Wang, Pre-Professional and Academic: Science & Engineering
Commissioner Wang said she was still working on getting approval. Just put advisor survey on google forms rather than Wufoo form. Will send it out by end of week and give advisors a week deadline. Hoping to get a good response since they have gotten good response form advisors at the club meetings she attended. Hopefully they can go home soon.
- e. Casandra Carrasco, Multicultural & Diversity
Commissioner Carrasco said no report.
- f. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement

8. APPROVAL OF MINUTES

The minutes were unavailable.

- a. February 3rd, 2017 @ 5 PM
- b. February 7th, 2017
- c. February 10th, 2017
- d. February 17th, 2017
- e. February 24th, 2017
- f. February 28th, 2017
- g. March 4th, 2017

9. REMARKS

10. STAFF REPORT(S)

Director Ayard said she will be gone Monday – Wednesday next week. Most staff will be at a conference so if they need anyone they will be slower to respond to emails. Will begin on Saturday. Might forward them emails to ask for help. If they needed help catch her before she leaves. Submit memo before budget and finance meeting. Tuesday she will not be here but James might stop by. Club renewals were going well. Had gotten 0 complaints so far. The email was positive or clubs had not taken the training. Already had 12 clubs apply for renewal within first 2 days compared to 1 in the entire month of March last year. If they are being CC'd in emails, introduce themselves to clubs and talk to new clubs so they can come in and present themselves.

Director Long said that was part of the change for the renewal process.

CSFM Desamero asked about Central Station over the weekend.

Director Ayard said the person who will be working there will know everything Delana knows. Just CC Delana.

11. PUBLIC COMMENT

12. ADJOURNMENT

Commissioner Tarr moved to adjourn

Commissioner Bittar seconded; amended to 6:29 pm

Commissioner Tarr accepted

Motion carried; the meeting adjourned at 6:29 pm.

Department of Clubs and Organizations

Minutes

Tuesday, March 7, 2017

Page 11