

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, August 22nd, 2017 at 5:30 PM

Rita Laden Senate Chambers, Joe Crowley Student Union, 3rd Floor

1. CALL MEETING TO ORDER

Director Desamero called the Department of Clubs and Organizations meeting to order at 5:44 pm in the Rita Laden Senate Chambers, 3rd Floor of the Joe Crowley Student Union. Presiding secretaries, Andrea Godoy and Kaitie Christiansen.

2. ROLL CALL

Director Desamero and Commissioners Adams, MacNeill, and Wang were present.

Funding Manager Bittar and Commissioners Gomez and Hickman were absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

Action: The Commission heard the following emergency club support funding requests for the Summer Funding Period.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Men's Ultimate Frisbee	Emergency: On-Campus	\$486.73		

Men's Ultimate Frisbee sent the treasurer and president; they are not ASUN officials. They are requesting money for their third annual coed three on three tournament. It was open to the student body to introduce them to the sport and recruit players.

Director Desamero said they had the same application under the operations tier operations. He asked the club to explain their situation.

Men's Ultimate Frisbee said they had a miscommunication about the funding hearing for the amount they needed to have in their account. They thought they had an extension, but in the end, they did not get it so they applied after emailing Director Desamero. They submitted both an emergency and an operations application and the commission could decide which application to go with.

Director Desamero asked the commission if they needed him to explain it again.

The commission said yes.

Director Desamero said they could hear it as an emergency application since this was an error on their part, or they could hear it as operations.

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 Jared Desamero, Director of Clubs and Organizations, at directorco@asun.unr.edu or Luke Bittar, Club Support Funding Manager, at fundingmanager@asun.unr.edu.



Men's Ultimate Frisbee didn't want to use their operations tier since they wanted to use that to buy general equipment throughout the year.

Director Desamero wanted it to be their decision. In the past, if it was due to a commissioner's error, it would be allowable for emergencies. With the new system, it's more flexible.

Commissioner Wang asked why it was a commissioner error.

Commissioner Adams didn't realize there was a hard deadline for the 40% and told them there could be an extension. They could see it in the minutes from the last meeting.

Commissioner Wang asked if it was mentioned in the report.

Commissioner Adams thought so. It was part of the larger discussion after everyone had left with Dr. Beattie.

Commissioner Wang remembered that but didn't remember him talking about Men's Ultimate Frisbee. She asked the club if they reached out to Commissioner Adams before the deadline.

Men's Ultimate Frisbee said they were working on the application and they needed quotes for the frisbees and t-shirts. They didn't have the quotes so they emailed the Wolf Shop. The vendors for frisbees couldn't get a quote until after the application was due. They emailed Commissioner Adams and explained the situation. The former Commissioner Cruz also said it was okay to use the quotes from last year as a baseline and they would move from there.

Commissioner Wang said that was true. If they could use last year's why couldn't they submit on time.

Men's Ultimate Frisbee said submitting the 40% was the issue

Commissioner Wang said the deadline was online, despite Commissioner Adams saying there was an extension.

Men's Ultimate Frisbee didn't know how much the 40% would be until they received the quote

Commissioner Wang asked why they couldn't go off of last year's quotes.

Men's Ultimate Frisbee said they held off on adding the money based

Commissioner MacNeill said that since it was a discrepancy between what they said and what was on the website, the club should be allowed to use the funds.

Commissioner Adams agreed.

Commissioner Wang asked if the tees are uniforms

Men's Ultimate Frisbee said they will be to hand out as event shirts

Commissioner Wang asked if they were screen printed.

Men's Ultimate Frisbee said yes.

Commissioner Wang asked if they needed security.

Men's Ultimate Frisbee said no, only a trainer.

Commissioner Wang thought they needed to have security at the intramural fields.

Director Desamero said to his knowledge, they could request for it

Commissioner Wang said she thought it was required last year

Commissioner Adams didn't think they were technically a sports club.

Director Desamero said they are under the sports and recreation coalition. All sports clubs are consolidated together. He asked what they knew about security in the past.

Men's Ultimate Frisbee said they will attend SEAB in September. They asked what the procedure for it was.

Director Desamero said that if they wanted to use club support funding for security, they would request fudging through operations. If they had enough money for security, they can pay for it themselves. SEAB is good since they advise on options for events.

Commissioner Wang didn't consider it an emergency but if they did a vote, she would lose so it would be a waste.

Commissioner Wang moved to approve Men's Ultimate Frisbee's emergency application for \$486.73
 Commissioner Adams seconded.
 Motion carried.

Commissioner Wang said they hadn't signed up for iLead; it was mandatory for them to go.

Men's Ultimate Frisbee said they were looking forward to it. They asked how soon the funds would be available

Director Desamero said tomorrow.

Action: The Commission heard the following Operations funding requests.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Men's Ultimate Frisbee	Operations	\$486.73		
reMEDi	Operations	\$790.33		
Kappa Phi Lambda Sorority Inc.	Operations	\$33.25		
American Red Cross International at Nevada	Operations	\$100.00		
American Red Cross International at Nevada	Operations	\$200.00		
National Association for Music Education Collegiate, University of Nevada, Reno	Operations	\$50.00		

Institute of Electrical and Electronics Engineers	Operations	\$207.32		
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reMEDi sent the president and a proxy; proxy email was sent to Director Desamero. They are not ASUN officials. Their app was for club fair to recruit new members; they are a new club and needed merchandise to hand out that wasn't expensive but would help the club be remembered. They did have an adjustment to make with the items purchased. It was different because the document said 800 vs 739 something. There was a 12.99 extra for shipping.

Commissioner Wang said they had more discrepancies. For the round custom buttons, the excel sheet said 23 cents each but the docs said 31 cents each.

reMEDi said they did the addition of shipping divided by the quantity that he had because he didn't know how to include it.

Commissioner Wang said it said shipping was free

reMEDi asked if it was the buttons.

Commissioner Wang said yes, the 1.25-inch round buttons. She recommended going through the At One for the buttons and stickers because they are cheaper.

reMEDi asked how to apply for the proper amount.

Commissioner Wang said they would get funded for x amount here and if it was cheaper somewhere else it didn't really matter, if it is more expensive, they can't get it. It won't be a big deal to go through At One.

reMEDi said it was hard to get a price.

Commissioner Wang said for next time, break things up by line items.

reMEDi said it was promo code that was included by the company but they were hesitant to included it.

Commissioner Wang said she will make a lot of changes right now but it will all work out.

Commissioner Wang moved to change nonfood line item 3 to unit price \$0.23, change nonfood item line 4 to quantity 1-unit price \$215.00, change nonfood line item 5 to quantity 1 unit price \$149.99, add line item 6- set up charge quantity 1 unit price \$16.95, add line item 7-logo charge quantity 1 unit price \$25, and add line item 8- shipping and processing quantity 1 unit price \$67.90 by unanimous consent.

There was no dissent; motion carried.

Director Desamero said the new total was \$752.83.

Commissioner Wang moved to change line 1 to quantity 3 unit price \$13.33 and add nonfood item 9-standard five day shipping quantity 5 unit price \$12.99 by unanimous consent.

There was no dissent; motion carried.

Director Desamero said the new total was \$765.82.

reMEDi asked where the decrease came from.

Commissioner Wang said it was arbitrary since they won't have to pay for shipping but their round customize buttons are \$0.23. Since there were no supporting docs for shipping, they couldn't include it. Also, she needed to separate the pens to match the supporting docs. She included shipping for the trifold but had to split up the satin cloth logo since they were \$13.33 for each and they wanted 3. They had to go with the unit price.

Director Desamero said for the future, they need to list everything in the spreadsheet as if it were a receipt. What will be seen on the receipt will be what is shown on the spreadsheet.

Commissioner Adams moved to approve reMEDi's operation app for \$765.82.
Commissioner Wang seconded.
Motion carried.

Commissioner Wang asked they signed up for iLead.

reMEDi said they already did.

Commissioner Wang said they need to sign up for the event on the ASUN website. They have to log in with their NetID and find the event on the calendar to register.

reMEDi asked if it was mandatory to bring another person.

Director Desamero said no. He asked if they signed up for club fair.

Commissioner Wang said they did, she was tracking all of that.

Commissioner Adams asked if there was something about the 40% they needed to take care of.

Director Desamero said they will sort it out at the end.

Commissioner Wang said they approved Men's Ultimate Frisbee for during the Summer Hearing.

American Red Cross International sent the president and treasurer; they are not ASUN officials. They were both completely new officers. The \$100 app was to recruit members with brownies at club fair and then markers and pens to make cards for care homes. For the \$200 app, they didn't know if they had the correct amount but the Wolf Shop said they each came out to \$10.08 for t-shirts.

Director Desamero asked who reviewed the app.

Commissioner MacNeil and Commissioner Adams.

Commissioner Adams said the apps got flipped in Caspio.

Commissioner MacNeill said they had a cap of \$6 for t-shirts. The commission can give them the \$6 and the rest comes out of their account.

Commissioner MacNeil moved to change nonfood line time 1 to unit price \$6 by unanimous consent. There was no dissent; motion carried.

Commissioner MacNeill moved to approve American Red Cross International's operation pp for \$160
Commissioner Wang seconded.
Motion carried.

Commissioner Adams was confused because the supporting docs said 10.

American Red Cross said they sent it to Rachel They had a picture.

Commissioner Adams asked if it was from Costco. It said 4.69

American Red Cross said yes

Commissioner Adams moved to change food item line 1 to unit price \$4.69 by unanimous consent
There was no dissent; motion carried.

Commissioner Adams moved to approve American Red Cross International's operations app for \$454.23.
Commissioner MacNeill seconded.
Motion carried.

Commissioner Wang said they had not signed up for iLead.

American Red Cross said they signed up for it. They asked if they needed to do something else to finish signing up.

Commissioner Wang said they signed up for GivePulse but they need to register for the actual event.

Kappa Phi Lambda sent proxies for the treasurer and president; Director Desamero received notice. They are not ASUN officials. They didn't have specifics for the vent but it was for their rush events coming up and their sisterhood events.

Commissioner Adams said it looked like the toilet paper was listed as unit price 1 but they had to order 24.

Kappa Phi Lambda said that was before, but they found a new one because they only need four.

Commissioner Adams asked if they sent that to anyone.

Kappa Phi Lambda said they haven't, they wanted to change it

Commissioner Wang said they needed the documents here to change it. They could put the quantity of 24 at the unit price of one, but they cannot go over 24 is the only stipulation.

Commissioner Adams said it was a unit price of \$1 and they had to order 24.

Commissioner Wang said it would be \$24 dollars

Commissioner Adams said they would get 24 cases

Commissioner Wang said it didn't matter, it was cheaper so it helped them out.

Director Desamero said that if the unit price was \$1, theoretically if they bought something that was five but they only bought one, the unit price and quantity would need to be above to ensure a line of safety

Commissioner Wang said that was what she was trying to say.

Commissioner Adams said before he motioned a change, he asked if when he did the quantity it would be 24.

Commissioner Wang said she was just going to do it. Moved to change nonfood line item 5 to quantity 24 unit price \$1 by unanimous consent
There was no dissent; motion carried.

Commissioner Wang moved to approve Kappa Phi Lambda's operations app for \$53.25
Commissioner Adams seconded.
Motion carried.

Commissioner Wang said they hadn't signed up for iLead yet.

IEEE sent proxies for the president and treasurer; Director Desamero received proxy notice. They are not ASUN officials. They are doing sessions to get together to build projects with the entire club. They needed shirts, pens, etc.

Commissioner MacNeill said the app looked good but they needed to add the ASUN logo to the banner.

Commissioner MacNeill moved to add a stipulation to the app to include that the ASUN logo must be added to the club banner by unanimous consent.
There was no dissent; motion carried.

Commissioner Adams moved to approve IEEE's operations app for \$207.32
Commissioner MacNeill seconded.
Motion carried.

Commissioner Wang asked they tell their president and treasurer to sign up for iLead and to please text her back because she gets lonely

Commissioner Adams asked if they needed to postpone the group

Director Desamero said yes.

Commissioner Admass moved to indefinitely postpone Men's Ultimate Frisbee's operation app for \$486.73.
Commissioner MacNeill seconded.
Motion carried.

Director Desamero said Gomez reached out to him, and he reviewed NAFME, but the spreadsheet was corrupted. He asked for it, and they emailed back saying that there were things they needed to change, so they weren't ready to come in. They would agendaize for Monday.

5. PROJECTS AND DEPARTMENT INITIATIVES

a. Proposition of New Tasks, Projects, or Department Initiatives

Director Desamero asked if they wanted to take on any other projects now that they knew more about the commission.

Commissioners MacNeill and Adams said they will think about it and get back to him.

b. Short-Term Projects:

i. Fall Club Fair: Noah Adams and Katie Hickman

Director Desamero wanted to talk to them as a whole because there had been a lot of backend stuff. Club fair is an event that sort of runs itself but they needed more outreach and programming. He created a master doc with all the stuff they needed. It will need to be updated throughout the week but they could keep the doc. They needed better legacy docs for club fair. There was a lot that needed to be done. He reached out to a lot of people and had over 180 sign ups but ten were duplicates so they had around 170. They also included potential, nonclub sign ups like the Center, Army ROTC, ASUN departments, McNair Scholars, student media, College of Business outreach, Pack Provisions, etc. He reached out to them individually, but he needed help reaching out to some others. Most of the help will be needed on the day of. As the lead for it, he wanted Commissioner Adams to rally everyone.

Commissioner MacNeill said she was meeting with a potential club tomorrow. She asked if they could go to club fair too.

Director Desamero said yes. He wanted to structure club fair to be as open as possible. In the past, he has seen that if they limit the event to active clubs, it stunts the potential for other clubs to grow.

Commissioner MacNeill said she will communicate that.

Director Desamero said make sure they sign up for club fair. They can fill out the WuFoo form for their records.

Commissioner MacNeill asked if they need to bring a table.

Director Desamero said they will have tables and chairs.

Commissioner Adams said he will reach out to them. He knew they talked about it over the summer. He can be there after and a little before.

Director Desamero said the crucial part was setup and clean up. He asked the Commission just to be there as much as they can. Classes are the only things that excuses an absence but if they had other commitments, they needed to work their way out of them to be at club fair.

Commissioner Wang was trying to get a jpeg of the flier. Put in the record how hard it was to get “club fair” on the flier.

Commissioner MacNeill asked if she was emailing all of the active club, so if they are not already signed up will she reach out?

Commissioner Wang said no. The email only stated their status. Don't email inactive clubs, only active clubs/presidents/treasurers. If it was pending, she wrote that their club was pending and they had a first come first serve basis but they should register anyways.

Commissioner MacNeill asked who was registered

Director Desamero said all inactive clubs that are in box don't have emails listed. If they sorted by their coalitions, contact everyone on that list.

Commissioner MacNeill asked if she should cross-reference that with those that signed up already.

Director Desamero said yes.

Commissioner Wang said the email had all the files so she shouldn't need to go to box. Jared's excel sheet is from Monday, so it might be outdated.

Director Desamero said he was working a lot on club fair stuff for the past week so he could help out with questions.

ii. iLead Conference: Rachel Wang

Commissioner Wang said she needed to talk to the copy center since the hand bills are sticky. They are all stuck to each other and they rip if she tried to separate them. This isn't funny.

Director Desamero said he would talk to them about that, and let him know if there are any additional costs.

Commissioner Adams said the Wolf Shop.

Commissioner Wang will ask the Wolf Shop to donate a couple of gift cards. They had done it before. She had an excel sheet of what they have donated in the past; and they should continue to donate to the Commission because their policies directly benefit the Wolf Shop.

iii. The Center Welcome Week Event: Noah Adams

Director Desamero followed up with Ricky Salazar and he said they rescheduled the event for October. He will forward the email. Rickey Salazar wanted to do a mixer with ASUN and it would be very beneficial.

iv. FAQs: Luke Bittar

Director Desamero said he and Luke had been working on frequently asked questions. They put down question that are more complex when they should be thinking more along the lines of basic things if they were new club leaders, like what are tiers. They will be getting a page on the ASUN website.

c. Year-Long Projects:

i. Advisor Outreach: Rachel Wang

Commissioner Wang said all PowerPoints they will do is all the information compiled into a PowerPoint. For advisors, she will show them what it looked like. Every advisor will get this and she was waiting for all advisors to settle in. It will be topic/outline on each of them. That is what their PowerPoints will look like. Much if it will be edited to be less information loaded. It should be sent out by the end of September the latest.

ii. Funding Tracker: Luke Bittar

Director Desamero said the tracker was similar to last year but they were making more advancements on it. He and Funding Manager Bittar are tracking more variables and had a list on the NAS for them to work on. They are considering doing an operations application drill down for operations, but they have a remittance policy that the club has to use it within 30 days. They also do coalition analysis, so every tab on the spreadsheet can be tracked. They can get data on specific coalitions, how much they were allocated, how much they spent. This allowed them to know which clubs could be focus areas for the year. The funding tracker is going well.

d. Department Initiatives:

Director Desamero said they will skip these items since there was no new business.

- i. clubLead
- ii. Club Retention Program

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Desamero appreciated them coming to the meeting and being here early. It will only get harder from here. Situations like this aren't very common once they adhere their meeting times. He understood emergencies but wanted as many people as possible at the meetings.

Commissioner Wang said when reviewing apps, do it carefully. If there are discrepancies, like the button thing, that wasn't said in the notes. It was hard for them to all review the apps quickly so get it done really well. She also suggested they have the apps open, but don't just stare at Caspio. They needed to check everything even if it was reviewed by someone else, so they can catch things like event dates or unit prices. Central Station faces a lot of stress with the automatic remittances and operations tier.

Director Desamero agreed. He said they need to be sure to pay attention and do well, they were already almost in fall one. They need to make sure they do well this year. During meetings, they need to speak in turn. They did a good job this meeting, maybe it was because there were only four of them. Keep the momentum going and fill silences when they can. Try to be productive and keep the momentum going so they can get through applications quickly because clubs are waiting. He was in the hiring process for a commissioner for Sports and Rec. He had a tentative pick. His goal was to have a pick by Wednesday night and have that be on the senate agenda. If he got another application, he wanted to make sure to give that person a chance to interview. He wanted to fill in the spot as soon as possible. If he picked them Wednesday night, they would be appointed hopefully the first week of school. Help them out, they didn't get the same training. The internship applications are due September 15th, and he wanted a good team, ideally one per commissioner. It's a program that was successful in senate and programming.

7. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

Funding Manager Bittar was not present.

8. REPORT OF THE COMMISSIONERS

The Club Commissioners will each give their report.

- a. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education
Commissioner Gomez was not present.
- b. Rachel Wang, Pre-Professional and Academic: Science & Engineering
Commissioner Wang said she forgot to mention for club fair, a lot of people put different coalitions, so search it and go off the master list. If you can, put it in your email. Some nonprofits filed under OSI

Director Desamero said that was actually legitimate, that was a nonprofit who was with the school of medicine, and they were tabling last year.

Commissioner Wang said she was working on her next project but will save it for later. She was working on the sports and recreation travel policy, so once the commission comes in she will work with them on the policy. She had interviewed about 100 universities to discuss their travel policies and their funding. A lot of them do have sports and rec in another department. None of the schools have a travel policy like theirs, or one that was so restrictive.

Director Desamero said as an example, if there is a problem they identify, they can tackle it for their project.

Commissioner Wang said if they liked statistics and research, reach out to her. Jared said she did too much. She was doing something with the Wolf Shop for statistics. She sent the Wolf Shop different inquiries about the most popular designs, she did one with black and white and green printing, and she did one with three colors and no background. There are deals with certain colors. There are performance tees, because some people don't want cotton tees. She split it up with men and women rather than adult tees, because that changed the price. She gave the Wolf Shop no budget, just the cheapest option possible. She also did polos, but it doesn't have the embroidery. That's the more generic ones. Nike was pricey, but there was a sport tec one that was cheaper. She also got sweatshirts and water bottles. She was doing a back and front one, because printing on both sides and the sleeves were more expensive.

Commissioner MacNeill asked how popular baseball tees were.

Commissioner Wang said they were generically \$12 an item. These are the basics for what the clubs need if they are strapped for money or want generic merchandise. She wished she had more information for them. She can consider baseball tees to see if their prices are more reasonable.

- c. Katie Hickman, Greek Life and Social/Political Involvement
- d. Noah Adams, Campus Life / Multicultural & Diversity
Commissioner Adams had no report.
- e. Brooke MacNeill, Faith Based / Service & Community Outreach
Commissioner MacNeill had no report.

Director Desamero asked for welcome week and the taste of reno event on Monday, was she able to make that? From 11 to two.

Commissioner MacNeill said she needed her planner.

Director Desamero said Taste of Reno was the same as servicepalooza, which is an event where nonprofits table in front of the KC.

Commissioner MacNeill said she had no class right now, but she was getting her schedule for the career studio on Thursday.

Director Desamero said he would contact Senator Flangas who chairs that event, and he would want her to help her out at the event. Or he would want her to network with the nonprofits.

Service outreach was part of the underdeveloped coalitions. He would email Senator Flangas if she needed help.

Commissioner MacNeill was waitlisted for a class that started at 1. She could be there for a little.

Director Desamero said even a little time would be good to network with organizations and see how they can partner with clubs.

Commissioner MacNeill said her calendar had meetings for Monday and Tuesday.

Director Desamero said they are only meeting Mondays. Their regular meetings begin September 5th. In the case that there is an emergency, he may call a meeting for Tuesday but for now no meetings.

f. Sports and Recreation

9. APPROVAL OF MINUTES

a. July 23rd, 2017

Commissioner Wang moved to approve the minutes from July 23rd, 2017.

Commissioner MacNeill seconded.

Motion carried.

Director Desamero said the minutes were emailed. He reviewed them as well and they looked good. They will be approving minutes every week ideally since they needed to approve that everything in the previous meeting happened since these will be on record.

10. REMARKS

There were no remarks at this time.

11. STAFF REPORT(S)

Director Desamero said Dr. Beattie couldn't make it since it was out of the Center for Student Engagement hours. Once the new director comes in they will have someone. An update on that, during retreat they found out multiple persons were considered for the position but they are still searching. They might not get someone for the next few weeks most likely. Hopefully they will get a new director soon.

12. PUBLIC COMMENT

Director Desamero said they accepted operations tier applications during the funding hearing. According to the policy, they remit within a month. Everyone that didn't spend anything will have to remit the money and request it again. Asked how they should approach this, could they add a stipulation in the next meeting to extend that, or do you think that it could be something where they reagentize and talk to each club and make a decision then. They can act in the benefit of clubs and organizations if they want to extend the money from the summer hearing.

Commissioner Wang thought her statement would be based on how many clubs applied for operations over the summer but didn't spend it.

Director Desamero said it was funded the most.

Commissioner Wang asked how many didn't use it. She was biased towards the manual but thought the 30 days should be enough. They aren't even basing it off of funding periods so it wasn't difficult for clubs to go to a department meeting to ask for it again. If it was free money, having them come to a meeting

for ten minutes shouldn't be too much trouble. Clubs are all about planning. If they plan to submit, then they should plan to use it as well. Thirty days is a lot of time

Director Desamero wanted to bring it up for them to decide. The thing is with remittance, if you end up needing it the next day you wouldn't have access to that funding anymore. What happens if they didn't use anything is it goes back in their account, so that's the advantage of it.

Commissioner MacNeill didn't think it was unreasonable for it to be remitted. It was communicated in the policy and the operations tier is already very generous.

Commissioner Adams thought since it could be requested at any time, they could come whenever.

Director Desamero asked if they wanted Funding Manager Bittar to send an email asking why the funds weren't used and decide on a case-by-case basis.

Commissioner MacNeill asked if clubs could just email them.

Director Desamero said it would be good data for them to collect and would help their policies.

Commissioner Wang said they should email them to say "by the way, your funds are about to be remitted." For now, since it was a new policy, they should tell them three business days before.

Director Desamero said the last date of the month was tomorrow.

Secretary Godoy asked if it was business days or just 30 days, because if it was business days, weekends and holidays don't count.

Director Desamero said he will check the policy, because if they said business days it changes everything. Operations can only be requested twice a month so he asked they keep an eye on that as well.

Secretary Godoy said if it was business days, they have more time, but if they just said "days" then it would be the 23rd, or 30 days after the last hearing. They could easily edit the manual to make it business days.

Commissioner Wang said if a club came in more than twice a month, they only meet four times a month, so it's like what are you doing and why are you here so often. That would be crazy.

Commissioner Adams asked if the meeting was still going

Director Desamero said yes

13. ADJOURNMENT

Commissioner Wang moved to adjourn the meeting at 7:08 pm.

Commissioner Adams seconded.

Motion to adjourn carried.

The meeting was adjourned at 7:08 pm.

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