

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, October 3rd, 2017 at 7:30 PM

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

1. CALL MEETING TO ORDER

Director Desamero called the meeting of the Department of Clubs and Organizations to order on Tuesday, October 3rd, at 7:42 pm in the Rita Laden Senate Chambers on the third floor of the Joe Crowley Student Union. Presiding Secretary, Kaitie Christensen.

2. ROLL CALL

Director Desamero and Commissioners Adams, Gomez, Hickman, MacNeill, Raquel and Wang were present.
CSFM Bittar was tardy excused.

3. 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 Emergency funding requests.

Soccer introduced their President and Treasurer

CSFM Bittar entered the room at 7:43 pm

Women's Club Soccer said this was an ap for a game

Commissioner Hickman said she couldn't find the ap

Women's Club Soccer said they resubmitted it on Monday

Commissioner Hickman said it looked good

Commissioner Hickman moved to approve soccer in the amount of 204.60

Seconded by commissioner

Motion carried

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, Assistant Director of Clubs and Orgs, at fundingmanager@asun.unr.edu.

American Nuclear Society introduced their president and vice president. They just got the memo about the notebooks and wanted to submit it now

Commissioner Hickman said if they had it right now with them, they could share that

American Nuclear Society said they could do that

Commissioner Hickman said they could bring their phone up to show the documentation

Commissioner MacNeill said it was split up on the funding ap

Commissioner Hickman said they removed some things

Commissioner Wang said to make sure the food items are in order next time

Commissioner MacNeill said that they striked items from a previous meeting

Commissioner Wang said they resubmitted incorrectly

Commissioner Hickman moved to move food items line 14, 15, 16 to nonfood items unanimously

Motion carried

Commissioner Adams said they did not pay for tax at Costco

American Nuclear Society said they filed this before that. It was a food item.

Commissioner Hickman moved to change food item line four to unit price 3.39 unanimously

Motion carried

Commissioner Raquel said it was quantity one
Motion failed

Commissioner Adams asked if they would be okay with buying the item at Costco and then requesting central station for reimbursement

American Nuclear Society said yes

Commissioner Adams said because it was meat they probably wouldn't have to pay tax, but they wouldn't reimburse that

American Nuclear Society said they would email the supporting doc

Commissioner Hickman moved to change food item line four to quantity one by unanimous consent. Motion retracted.

Commissioner Adams asked if they needed to move the food items up

Commissioner Wang said no. They didn't need to email the document, they could bring it over.

Director Desamero asked if they wanted this as an emergency or a regular application

American Nuclear Society said it was just the notebooks this time, those need to be ordered as soon as possible. Emergency means the funds will be ready sooner. They have two weeks to order this branded merchandise.

Director Desamero said they would stick with this one

Commissioner Wang said all tires are the same in terms of speed. The credit card would be available tomorrow.

Commissioner Raquel said their supporting document for the hamburger buns only went up to four

American Nuclear Society said he submitted additional documentation last time, he emailed Luke. He could forward it right now.

CSFM Bittar asked if there was a unit price

American Nuclear Society said it was an online item, they were available online.

Commissioner Wang said they would do it at buy four for 3.04 each. Moved to change food item line four to 3.04

Motion carried

Commissioner Wang moved to approve American Nuclear Society for their on-campus tier for 213.19

Seconded by commissioner Hickman
Motion carried

American Nuclear Society said this application was for the same event, to bring Girl Scouts to UNR and get them a merit badge.

Commissioner Wang said she reviewed this, but they would not be shipping the water from Sam's Club. They would be 2.99 not 3.98 because that is the price to get it shipped. Moved to change food item line 12 to 2.99 unanimously
Motion carried

Commissioner Wang moved to approve American Nuclear Society for ... Retracted. American Nuclear Society needed to put food item and nonfood items because they don't eat the fork. Moved to move food items line 14-16 to nonfood items 1-3 unanimously.
Motion carried

Commissioner Wang moved to approve American Nuclear Society for 77.84
Seconded by commissioner Hickman
Motion carried

UNR Women's Ultimate Frisbee introduced their president and a proxy. Their event was to pay for bids for two tournaments, one in Chico and one at Sonoma State. Neither were ASUN elected or appointed officials.

Commissioner Wang said she reviewed this. The Chico application was for one bid or one team. Last time they didn't split it up

UNR Women's Ultimate Frisbee said their funding was the normal tier funding, their previous application got rejected because they were unofficial, but they were the same documents they used for previous tournaments.

Commissioner Adams said they didn't have enough money in their account

Commissioner Wang said for this invoice, was it a word document they converted to PDF

UNR Women's Ultimate Frisbee said one was a PDF and two were word documents.

Commissioner Wang said the Chico one was a Word document they converted to PDF

UNR Women's Ultimate Frisbee said they did not make the application

Commissioner Wang said for the future, it was best if they screenshot the email too because they know it was a word document that was a PDF

Director Desamero said they should have something that showed the legitimacy

UNR Women's Ultimate Frisbee said for the documents they would attach the picture of the screenshot

Director Desamero said there was a question about legitimacy because they could alter the numbers

Commissioner Wang moved to approve for 375
Seconded by commissioner Adams

Commissioner Raquel said they didn't attend iLead

UNR Women's Ultimate Frisbee said they did, she won the gift card

Commissioner Wang said did they check out and in

UNR Women's Ultimate Frisbee said yes

Commissioner Raquel said for future reference, email him back so he can update that

UNR Women's Ultimate Frisbee said she saw the email, and she thought it was because she was required to go as president, not because he thought the club didn't go
Motion carried

Commissioner Adams said their application cooked good. Moved to approve for 350 dollars

Seconded by commissioner Hickman

Director Desamero asked if their funding tracker was good

Commissioner Wang said yes
Motion carried

Commissioner Adams said he knew they had another operations application coming up, they can't fund that one for the full amount because the max is 1000.

UNR Women's Ultimate Frisbee said for future, they would include a screenshot and a pdf.

Director Desamero said to make sure it looked official so they could verify

Commissioner Gomez said Anthro was for their membership and fees, it's the 110 application.

Anthropology Club introduced their proxies. Neither were ASUN officials. Their event as for their membership dues to help their club be nationally recognized and get invited to conferences.

Commissioner Gomez said the application was good. Moved to approve Anthro for 110 dollars.

Seconded by commissioner Adams.
Motion carried.

Commissioner Gomez said he wanted to double check that anthro club went to iLead

Anthropology club said they did

Commissioner Wang said Raquel from the club cancelled and Carlina never showed up, and Caitlyn Snyder did not show up.

Anthropology club said Raquel was supposed to go, but they cancelled the day before. She emailed them.

Commissioner Wang said she cancelled.

Commissioner Gomez said no one really went, so since it was a mandatory conference, the consequence was to either meet with him before October 18 and if they do not meet with him before the 18th, they will not be able to use operations for a month. He will email him, their president and treasurer had to go.

Commissioner Wang said if there was an issue, let him know and that could be rearranged

CSFM Bittar said Phi Delta Epsilon would not be coming, they wanted to go with a different vendor for shirts and would not use funding.

Commissioner Wang said they do fund other vendors, asked if they knew that

CSFM Bittar said he didn't know, he just emailed him and said they decided to go with a different vendor for shirts and would not be using funding or be at the meeting.

Commissioner Wang said she would email him about it.

CSFM Bittar said RJC asked to move to next week because they were still looking for documentation.

NAFME introduced their vp and secretary. They sent a proxy email from Josh Bottoms. Neither were ASUN officials. Their event was for funding for polos for their members.

Commissioner MacNeill said it looked good. Asked if the polos would be screen printed or embroidered

NAFME said they were getting them through the Wolf Store

Commissioner MacNeill said they only screen print. There was a different funding cap for each one. Moved to change nonfood item lines one through eight to unit price \$6 by unanimous consent

Commissioner Raquel said he was assuming that MacNeill had the invoice for the shirts

Commissioner MacNeill said she thought so. Asked if they had documentation for the price of the shirts

NAFME said possibly

Commissioner Wang said the Wolfshop should have emailed them a price with the quote

NAFME said they emailed them a picture of the shirts

Commissioner Wang said they can't fund without the supporting document

Commissioner Adams asked if they emailed them requesting that at this price

NAFME said they didn't email them

CSFM Bittar said they can roll this application over for next week, they just need to put them on the next agenda and they need to know by 6pm tomorrow.

Director Desamero said they should talk to their commissioner about everything to make sure it was set

Commissioner Gomez said he also sent their president an email about iLead. They didn't check in or out correctly, so their president needs to email him back.

International Business Club introduced their president and treasurer. Neither were ASUN officials. Their event was for recruitment to get more people to join.

Commissioner Gomez said most of the application looked good but he needed to change some prices. Moved to strike food items line one and two and add to the food items column, 30 price party platter, quantity one, price 58.99, add food item line two, smoked ham club, quantity one, price one, food item line three, Italian night club, quantity one, price one, food item four, beach club, quantity one, unit price one, food item five, gourmet veggie club, quantity one, unit price one, food item line six, ultimate porker, quantity one, price one, food item line seven, real potato chips, quantity 10, unit price

1.49, food item line eight by unanimous consent. It said, "real potato chips," but are each of the bags 14.90?

Motion carried

International Business Club said they panicked and didn't know what to do on Jimmy Johns and clicked every single one

CSFM Bittar asked if they wanted all of those

International Business Club said she didn't know, she just panicked. Now that they filled it out, they would get all those.

Commissioner Wang said they had three different chips, did they want 30 bags of chips

International Business Club said they didn't know how many people would come, and if there are more people there would be extra chips for them. They were getting 30 sandwiches for 30 people.

Commission Wang said they would have to resay the motion correctly because they were all called "real potato chips"

CSFM Bittar said all he had to amend was the quantity

Commissioner Gomez moved to change food item line seven in the quantity of 30 unanimously.

CSFM Bittar said it was now 108.69

Commissioner Wang said they would have to split them up for different types of chips

Director Desamero said yes

CSFM Bittar said he would put in parenthesis the different flavors

Commissioner Wang moved to change food item line seven, salt and vinegar, add food item line eight, bbq chips, quantity ten, unit price 1.49, add food item line nine, regular chips, quantity ten, unit price 1.49

Motion carried

Commissioner Wang moved to approve for 108.69

Seconded by commissioner Raquel

Commissioner Wang said they might be able to get tax exempt if they show them the university card. If not, they would have to deposit the money into the account.
Motion carried.

Commissioner Gomez said he was wondering when their meetings times were

International Business Club said their next one was tomorrow, they were all 7-8 in room 323 in the Joe.

Director Desamero said it wasn't a concern of the items they picked, it's that they weren't itemized in the spreadsheet.

International Business Club said if they request to get their credit card, they can use the funds they have now

Commissioner Wang said their funds will never get transferred into their account. When they check out a credit card they can mark that they are getting money from Club Support funding. They can also pay themselves, and bring back the itemized receipt, bring it to Central Station, and tell them to get reimbursed. The Wolfshop does embroider, they got their jackets embroidered from the Wolfshop.

CSFM Bittar said he didn't know what happened to the other applications.

Commissioner MacNeill said advertising club spoke with her

CSFM Bittar said he spoke to Daniel Lang and they were not requesting funding

Commissioner Gomez said he didn't think it was a big issue, but anthro was on here twice.

Director Desamero said only one ap was listed, they are good.

CSFM Bittar said photography club would get here at 8:30 because they couldn't make it.

Commissioner Raquel said he contacted Rodeo club and they should have been under travel

CSFM Bittar said they don't hear travel at these meetings, operations is only heard during regular meetings

Commissioner Gomez said he didn't know why they didn't come.

Commissioner Raquel said their event date was Thursday.

Director Desamero said he should email them, because if they come in during the meeting, he could still hear them

CSFM Bittar said he contacted BSO, none of their board could make it. He never heard back after email correspondence but he would put them on the next agenda.

Director Desamero asked when their event was

Commissioner Adams said it was just t-shirts

Commissioner Adams moved to postponed American Nuclear Society, Anthro, PDE, and BSO

Motion carried

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Women's Club Soccer	Emergency: On-Campus	\$1,801.61		
American Nuclear Society	Emergency: On-Campus	\$213.11		
American Nuclear Society	Emergency: On-Campus Community Service	\$79.82		

ii. **Action:** The Commission will hear the following Fall I funding requests.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
American Nuclear Society	On-Campus	\$213.11		
American Nuclear Society	On-Campus Community Service	\$79.82		

iii. **Action:** The Commission will hear the following Operations funding requests.

Commissioner Gomez Recused himself at 8:46 pm

Photography Club introduced their president and proxy. They were not officials. They just needed items for their club. At the end of the year, they would have a galleria and would publish pictures that the club members take, so the items include disposable

Commissioner MacNeill entered the room at 8:47 pm

Commissioner Wang said they should reach out to the Brushfire to see if they could get published

Photography Club said they would speak to tehri club on Monday. They were still planning the event in the spring.

Commissioner Raquel said for the tripod, they don't fund tax, so just use the unit price it gave them. For their single use cameras, he was confused why they put 40.

Photography Club said it was because when he bought them it would be in a set, he put the unit price for each item and multiplies that by 40

Commissioner Wang said next time, just put the pack instead for the unit price

Photography Club said they put the exact description on the line items, but it couldn't fit everything

Commissioner Wang said they knew with the key words

CSFM Bittar said when the total was 212

Photography Club said they messed up on that

Commissioner Raquel said they didn't have to cap that because one item did not cost 100 dollars

CSFM Bittar said it was not a capital expenditure

Commissioner Raquel moved to change line item one to 49.99, line item two, quantity two, unit price 105.90, unanimously.

Motion carried

CSFM Bittar said it was now

Commissioner Raquel moved to approve

Seconded by commissioner Hickman
 Motion carried

Commissioner Gomez entered the room at 8:53 pm

Director Desamero said in the future he shouldn't review his own application for the club.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
UNR Women's Ultimate Frisbee	Operations	\$375.00		
UNR Women's Ultimate Frisbee	Operations	\$350.00		
Anthropology Club	Operations	\$123.00		
Phi Delta Epsilon	Operations	\$447.71		
Reno Justice Coalition	Operations	\$1,000.00		
National Association for Music Education Collegiate, University of Nevada, Reno	Operations	\$518.70		
Black Student Organization	Operations	\$300.00		
Nevada Advertising Club	Operations	\$70.94		
Nevada Rodeo Club	Operations	\$91.00		
International Business Club	Operations	\$113.98		
Anthropology Club	Operations	\$110.00		
Photography Club	Operations	\$350.00		

5. PROJECTS AND DEPARTMENT INITIATIVES*

- a. The Department of Clubs and Orgs may discuss short-term projects, year-long projects, or large-scale Department initiatives for the purpose of developing new/existing programs, building Department infrastructure, or engaging clubs and organizations on campus.
- i. Proposition of New Tasks, Projects, or Department Initiatives
 Commissioner Adams said he was going do a short-term project with getting the residents hall students more involved. He would work with RAs. It was called Res Hall Engagement.
- ii. Short-Term Projects:
 - 1. iLead Conference: Rachel Wang
 Commissioner Wang said they needed to talk about iLead

Commissioner Adams said he wanted to know who was not excused.

Commissioner Wang said Entrepreneur Organization

Director Desamero said that club decided not to renew

Commissioner Gomez said there was a UNR entrepreneurship club that got back to him

Commissioner Wang said AKP, ENT, Freedom, Nevada Advertising Club, Nevada Business Outreach, Nevada Dance coop, Nevada student investment organization, Society of collegiate were not excused or heard from

Commissioner Gomez said AKP got back to him, Advertising club he met with.

Commissioner Wang said Campus Life, Nerf Club, Reno Smash and UNR Chess club

Commissioner Adams said he emailed nerf club and hadn't heard back. His email bounced back from Chess club, but he contacted their treasurer.

Commissioner Wang said Greek Life: ATO, IFC, LPZ, ODP, ODS, PDT, PMA, PKP, SON, STG, TK, ZP

Commissioner Hickman said she had one back from Greek Life, but it had their on-campus chapter name, not their national name.

Commissioner Wang said Multi Cultural and Diversity: ADAVEN, Indian Student Association, Asian Pacific Islanders, International Club, Reno Africa Student Association, QSU, UNR French Club

Commissioner Adams said with ADAVEN, did they require pending clubs to go

Commissioner Wang said yes

Commissioner Adams said no one got back to him

Commissioner Wang said service and community outreach: Art of Living, Biggest Little Club, Downton Friends, Blue Key, Nevada Stem ed, RAK, Rubik's Cube Club, Sisters on a Move, Student Trauma Intervention, Wolf Pack Dance Marathon

Commissioner MacNeill said she emailed Rubik's Cube, they came in and had a meeting. Met with Wolf Pack Dance Marathon, and Down Town Friends. Colleges against cancer emailed her.

Commissioner Wang said was there a reason

Commissioner MacNeill said Downtown friends got sick, and she just met with Wolf Pack Dance today.

Commissioner Wang said American Red Cross, Fused, Generation Action, Model Arab League, NNMA, Our Story, RJC, UNR College Republican, young American, and Young Democrats

Commissioner MacNeill said she got emails from: RJC, Generations Action, Marxists

Commissioner Wang said Marxists never even came, did they say they messed up the checkout process

Commissioner MacNeill said one person couldn't represent more than one club. The president of Marxist association and Generation Action was the same person. They didn't now there was a sign out process and left without signing out. They answered the questions. SK was excused and she was meeting with Sigma Omega Nu

Commissioner Wang said Sports and Rec: Boxing, Men's Club Soccer, TKD, Women's Club Soccer, Ping Pong Club, Sailing, Water Sports, Running Club, Air Sports

Commissioner Raquel said he met with winter sports clubs, ping pong club answered his questions and he would be meeting with club soccer and swimming soon. Boxing didn't have contact info. And he hadn't heard back from others.

Commissioner MacNeill asked a point of privilege. Asked if the faith based clubs were good

Director Desamero said yes

Commissioner MacNeill left the room at 8:45 pm

Commissioner Wang said she wanted everyone to reach out to them to get all the stats in.

CSFM Bittar said he would reach out to them in a few days for a financial review for iLead and Jeopardy

2. Inactive Clubs: Patrick Gomez

Commissioner Gomez said he got to ceramic society and they were filling out their renewal stuff. Their president and treasurer were in the process.

Director Desamero said he should document reasons why clubs were inactive so they knew the reasons why clubs were inactive

Commissioner Wang said they would send out emails about jeopardy, they just needed another confirmation with Inkblot to go forward. Handbills will be printed so when they go to club meetings they can give those out. Oct. 11 would be interesting, it would be club leaders against one commission. They would do different groups. The engineering clubs were excited.

Coordinator Demotto said clubs who were inactive and want to renew, they can use their previous constitutions

Commissioner Gomez said they knew and they were excited

3. FAQs: Luke Bittar

Director Desamero said he hadn't uploaded the FAQs to the website yet

CSFM Bittar said if they saw it and noticed something, they could always update it

Commissioner Wang said was there any way to put the spreadsheet and document example into the application, so right before the ad file, can they put the spreadsheet above that because clicking on three links was complicated and she wasn't sure what to fill out.

4. SAS Change Chapter 202, Sections 7-12: Katie Hickman

Commissioner Hickman said she wanted to change the job duties of the commissioners so in the next week she would ask them what their job duties were for their coalitions. Senator Mah reached out to Jared about this, so she will work with him because he is on gov ops.

5. Clubs and Orgs Jeopardy Game Night: Rachel Wang and Patrick Gomez

Coordinator Demotto said inkblot was talking to him, they just wanted more of a description for jeopardy. Send her a description of the event.

Commissioner Wang said she didn't know her email and Nick never emailed her about the description. She gave him a description that he liked.

Coordinator Demotto said he just heard about it today but he would send her the email

Commissioner Wang said she always went through Nick

Coordinator Demotto said just tell her he reached out to her

Commissioner Wang said she was beginning designs for iLead 2018

iii. Year-Long Projects:

1. Funding Tracker: Luke Bittar

CSFM Bittar said he was able to get their first spent numbers in for operations. From operations on 7-23 \$3671.25 was remitted. The goal was to get people to spend this money, so reach out. Ask them why they didn't spend it.

2. Internship Program: Luke Bittar

Director Desamero said they got 14 aps. Their goal was to hire 6-8.

CSFM Bittar said he would like 8 so everyone can have one.

Commissioner Adams asked if Director Desamero would get one

Director Desamero said not exactly, he could choose. He would talk to chief of staff Bradley.

CSFM Bittar said he didn't know why he was putting a maximum if all the candidates were good

Director Desamero said he figured it would be unequal if there was more than one person, if someone takes on two or one.

Commissioner Adams said the more the better

Commissioner MacNeill said how are they going to handle the interns, if they will spend time with each of them, will they each have their own intern

CSFM Bittar said it was up to them

Commissioner Wang said from her special snowflake issue, she would like just one to take over her job when she leaves. She had no idea what to do with her intern and gave her intern to someone else because her projects weren't exciting for the intern to go to meetings and send emails.

Director Desamero said he would want each of them provide descriptions, but also have some standard things for each person to learn. Have them go to meetings, review aps, etc. to be standardized among all of them.

CSFM Bittar said to each them the manuals and policies.

Commissioner Adams said they should find one person and stick to them

Commissioner Gomez said what are they not allowed to show them

Director Desamero said they can't violate ferpa

Commissioner Gomez said they could make up fake applications

Director Desamero said they could review funding applications

Coordinator Demotto said they wouldn't be able to share anything. If they are hired, phone numbers, names and contact information isn't a problem. He didn't see apps being an issue

Director Desamero said they couldn't see NSHE IDs either

Coordinator Demotto said there probably wasn't an issue since the commissioners couldn't see protected information either

Commissioner Adams said that a lot of things they do goes on the public record

Director Desamero said some of the information on caspio is something they wouldn't share in a meeting. They haven't had a formal intern program that was structured, so he would say for this year he did the whole min 6-8 so that they can handle everything.

Commissioner Hickman said two interns was probably too many, she thought one was plenty because she worked with Director Long on a project that didn't go anywhere. It was too much to match schedules to do stuff with more than one person.

CSFM Bittar said they should interview everyone, and if there were more than eight great people he would talk with them

Director Desamero said he did their own independent review, but there were six applicants that really stood out. One he chose not to interview because their ap jus mentioned Blue Crew and he would forward that to Director Nasson. Two were really outstanding. Three or four he wanted to give an interview, and some had some reservations. They can talk about that privately.

CSFM Bittar said they could sit on a panel to interview and organize how they want

Director Desamero said he was thinking of making the questions and key considerations with his comments

CSFM Bittar said they could write their own questions too

Commissioner Adams said he wanted to be in the interview in case he had questions

Commissioner Wang said she wanted to be in it because she would be picking the next commissioner to be the best fit.

Director Desamero said it was okay to say the next intern could be the commissioner but the commissioner ap had to be an open process, so there was no guarantee that person would get hired

CSFM Bittar said they could do Saturday if everyone wanted to be there. It probably won't take more than three hours. He would like to do this as soon as possible.

Commissioner Adams said they could do it a Saturday afternoon, from ten to five or Sunday

Commissioner Wang said she got off work at 11

Commissioner MacNeill said the only Saturday she could do was the 14th.

CSFM Bittar said they just wanted the majority of them

Commissioner Hickman said they could do this Sunday

Commissioner Raquel said he and Patrick couldn't do this Sunday

Commissioner Gomez said he had a meeting until one

CSFM Bittar said they would do interviews from 1:30 to 5:30 on Saturday because they could get 5/6 of them there. It will just be the five of them and they will communicate to him.

Director Desamero said he could let them pick their coalitions or he could assign them

Commissioner Adams said maybe they could say what coalition they wanted to be with or their commissioner and then if they mutually liked them it would work

Director Desamero said it would be a panel interview

CSFM Bittar said after they select their interns and have a conversation about them informally

Commissioner Wang said she was bitter because she didn't get the coalition she wanted, so it would be like starting off on the wrong foot.

Commissioner Adams said he liked Luke's idea about an informal get together

Coordinator Demotto said they have had interviews because, a one on one is nerve-racking. That would be terrifying. They will be off put by five people

Commissioner Gomez said he has been doing a lot of interviews and he agreed with Coordinator Demotto. How would they do it one on one.

Director Desamero said he imagined was to pair up two commissioners, take certain blocks, and ask their coalition interests

Commissioner Adams asked how other departments did it

Director Desamero said one by one

Coordinator Demotto said it would be easier for them to do a few commissioners actively interviewing because it was less pressure on the interviewee

CSFM Bittar said if they could get this room, three or four of them could sit on the side and only two would interview

Coordinator Demotto suggesting have people sitting to the side during interviews.

CSFM Bittar said they could do it at the table in Pack Place

Commissioner Adams said he was amenable to the idea

Commissioner Wang said honors ambassadors does 5 to one interviews. Pack Place closes on Saturday. They could do it in a room. She wanted to be there for every interview.

CSFM Bittar said they had prox access

Commissioner Gomez said he really wanted one on ones

CSFM Bittar said the majority was five

Commissioner Wang said they could prepare questions

Director Desamero said he would prepare questions

CSFM Bittar said he would email everyone, they would do a panel interview on Saturday. Jared would email them and forward them information.

Commissioner Gomez said he wanted to know what year in school they were

Director Desamero said most of them were freshman

CSFM Bittar said to come prepared. They wouldn't be involved, so be diligent.

Commissioner Gomez asked if they would give them a top three for their personal intern.

CSFM Bittar said to rank them, and they can discuss them at meeting

Commissioner Raquel said they should wait until two

3. Sports Council: Keenan Raquel

Commissioner Raquel said he was working the club sports manual update and it was almost done. Sports council went well.

4. Universal Funding Manual: Keenan Raquel
5. Club Sports Manual Update: Keenan Raquel
6. Pre 2018 iLead Planning: Patrick Gomez and Rachel Wang
7. Advisor Outreach: Rachel Wang
8. Impact Report for Clubs and Orgs: Katie Hickman
9. Connect Service Clubs with Non-Profits: Brooke MacNeill

Commissioner MacNeill said she talked to a couple faculty, and their reactions were it was another ASUN initiative. They seemed a little more interested after she talked to them some more. She also reached out to some people, but was yet to hear back from Nicole Flangas.

Director Desamero said he wanted to have another discussion off the record about club retention.

10. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
11. Club Resources Accountability and Policy Change: Jared Desamero
- iv. Department Initiatives:
 1. clubLead
 2. Club Retention Program

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

- a. The Director of Clubs and Organizations, Jared Desamero, will give his report.

Director Desamero said he was impressed with the initiative the commission was taking in completing their projects. He met with the President's Cabinet and President Teixeira was impressed as well. They have already completed many short term projects, which they had expected would take several months. He was working on six personal projects. He talked with them about club resources, collaboration with the Joe, the policy updates, ADA compatible funding applications and forms, the internship program, and supporting individual progress. He wanted to know if he was working them too hard. If they felt overwhelmed or wanted to scale back, let him know. He was also going to talk to President Teixeira about joining a sub-committee for courses and curriculum because he felt like there was a need for clubs to partner up with classes. At other universities, clubs have their own classes. He was hoping to join those committee. He was on the Student Union Advisory board and they meet once a month. One of his ideas was to work with the Joe to create one central page for ASUN recognized clubs. They could link that on their website. Also, the group travel proposal form is actually the engineering travel form.

Commissioner Wang said yes, it was completed

Director Desamero said perfect, they completed seven short term projects. That was awesome.

Commissioner Wang said she was running low on projects, so let her know what to do.

Director Desamero said he reached out to the oversight listerv to get a response. He went ot senate every week. He would be out of town November 5th-7th. They had two options: Bittar could lead the meeting or they could have a break for a meeting. This might inconvenience clubs who have events in that week if they had events.

Commissioner MacNeill said if they told them now, they would have enough time to plan

CSFM Bittar said they could just do an application meeting so they don't inconvenience clubs.

Director Desamero said the 7th he would not be in town.

Commissioner Wang asked if they were having a meeting the week of Thanksgiving

Director Desamero said yes

Commissioner Raquel said he wouldn't be there Tuesday that week. He also couldn't be there for the Saturday funding hearing.

Director Desamero said to send him the reason why personally. They spent over 28,00 and their goal was to get it to zero. They get allocated 255,000 as a department.

Commissioner Wang said she wanted to get more merchandise for the commissioner. They could have an event where they may or may not need more merchandise.

CSFM Bittar said they would have to justify that to the financial review board

Commissioner Wang said she would do that

Director Desamero said he was going to look at the sheets and compare last year to this year

- i. General updates from the Director regarding the Department.
- ii. Communications from the President, the Senate, and other officers of ASUN.

7. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS

- a. The Assistant Director of Clubs and Organizations, Luke Bittar, will give his report.
- i. General updates from the Assistant Director regarding the Club Support Funding account and the Clubs and Orgs Internship Program.

CSFM Bittar said financial review was on Tuesday at three if they wanted to come for financial review support. He was putting together the report. He got an email from Joshua Bottom, the president of NAFME. He apologized for not being prepared, but he was frustrated that he consistently submitted the applications on time and still no one notifies him about problems the week before the meeting. Perhaps it was asking too much for anyone to proofread the applications before the hearing so they can stop wasting time. He was a new club president and took responsibility for the mistakes, but the commissioners had not made the transition very accessible.

Commissioner Gomez said he said he would personally look over their application if they sent it before submitting it.

Commissioner Wang said they could review it by Sunday night.

CSFM Bittar said he would be diligent in sending the emails with the deadline.

Director Desamero said they should review by Sunday night so they have at least Monday to review

Commissioner MacNeill said she wanted to apologize, she was looking for the ASUN logo because that was something they didn't have in the past, and she wasn't aware of invoices.

Commissioner Gomez asked if Juliet was supposed to come in

CSFM Bittar said next week.

8. REPORT OF THE COMMISSIONERS

- a. The Club Commissioners will each give their report.
 - i. Keenan Raquel, Sports and Recreation
 - ii. Katie Hickman, Greek Life / Social & Political Involvement

Commissioner Hickman said she was making a survey for clubs to fill out for their meeting times. She will be out of town on Halloween.

Director Desamero said to email him so he could make sure they have quorum

- iii. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education
Commissioner Gomez said jeopardy was next week, it would be a soft opening. Choose five clubs with leaders and have them come to jeopardy. If they were to come to next week, they would not be eligible for the event on the 25th.
- iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering
Commissioner Wang said to let her know if people couldn't come on the 11th because a lot of engineers were eager to come to jeopardy. They wanted at least a few teams and they only had one engineering team.
- v. Brooke MacNeill, Faith Based / Service & Community Outreach
Commissioner MacNeill said she got two more clubs recognized this week, and met with two clubs today. It went well.
- vi. Noah Adams, Campus Life / Multicultural & Diversity
Commissioner Adams said he wanted Raul's email

CSFM Bittar said to look it up. His face was literally next to it.

Commissioner Adams said he wanted to say that he had some clubs confront him at iLead about different things, someone resigned from a Latina research organization on campus but he didn't know anything about that. He didn't know what to say. They had a lot of tough questions for him and he didn't have answers. He just wanted to say that because he was uncomfortable.

Commissioner Gomez said to go along with the research center, he was tabling by the Young Democrats, and they were trying to get funding for it because it was not university funded. He could look into that and reach out to the Young Democrats.

9. APPROVAL OF MINUTES

- a. September 22nd, 2017
- b. September 23rd, 2017
- c. September 26th, 2017
- d. September 28th, 2017

10. REMARKS

- a. Members of the Commission may give remarks to the Director and Assistant Director.

11. STAFF REPORT(S)

Coordinator Demotto said if they had questions for Juliet in advance they should prepare them. It would benefit them to know what they want to know.

Director Desamero said to ask general questions because there were some things that wouldn't matter because of Workday

Commissioner Wang asked if they should submit questions to her

Director Desamero said they could

Coordinator Demotto said that was up to them, send questions to Delana and Juliet. Put them in one email.

Commissioner MacNeill asked the process for adding more club resources

Coordinator Demotto said there was a list of things that were broken or didn't work anymore

Commissioner MacNeill said she had some clubs requesting donation bins, and she thought that was a pretty easy thing to provide

Director Desamero said to send him the information for his project

Coordinator Demotto said all the resources came out of their budget anyway

Director Desamero said he was potentially going to allocate money to club resources, and they could update the manual to say that they would do a resource audit as a department every two years.

12. PUBLIC COMMENT

13. ADJOURNMENT

The meeting of the Department of Clubs and Organizations was adjourned at 9:47 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.