

# Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, November 28<sup>th</sup>, 2017 at 7:30 PM

Joe Crowley Student Union, Rita Laden Senate Chambers, 3<sup>rd</sup> Floor

## **1. CALL MEETING TO ORDER**

Director Desamero called the meeting to order on November 23<sup>rd</sup> at 7:33 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, Assistant Director Bittar, and Commissioners Wang, Gomez, MacNeill, Adams, Hickman, and Raquel were present.

A quorum was present.

## **3. PUBLIC COMMENT**

There was no public comment at this time.

## **4. POLICIES, PROCEDURES, AND ADMINISTRATIVE Association for Computing MachineryTIONS**

- 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 Fall II Club Support Funding requests  
Women's Club Volleyball said they had their treasurer and president. Neither were ASUN officials  
Director Desamero said they were bringing this application bac. They postponed this to get more information.

Commissioner Wang said she thought they heard them because they needed to split up Berkley and Sac State. They had to submit two applications.

Director Desamero said the issue was also shirts on campus

Assistant Director Bittar said they were doing travel first

Commissioner Wang said they weren't agendized. They didn't submit another application

Women's Club Volleyball said they didn't know they were supposed to

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### **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](http://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](mailto:directorco@asun.unr.edu) or Luke Bittar, Assistant Director of Clubs and Orgs, at [fundingmanager@asun.unr.edu](mailto:fundingmanager@asun.unr.edu).

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Commissioner Wang said they couldn't request for two different application

Women's Club Volleyball said they weren't told to submit another application, they were just told to come back

Director Desamero said it was just a formality

Commissioner Wang said they were trying to have two different dates

Women's Club Volleyball said they approved the Berkeley funding and now they just want Sac state

Commissioner Wang said they needed to go to sac state and come back, not just one way.  
How many  
vehicles

Women's Club Volleyball said four

Commissioner Wang said that should be reflected in the excel sheet. Quantity would be four cars

Women's Club Volleyball said it was all on there, the sheets weren't attached last time

Commissioner Wang moved to strike nonfood item line one and add travel to Reno, quantity four, unit price 135.9 quantity 543.6 unit price 0.2675 and change nonfood item line two to quantity 543.6 and unit price 0.2675 unanimously

Motion carried

Commissioner Wang moved to approve Women's Club Volleyball for travel for 174.50

Seconded by Commissioner Raquel

Commissioner Adams said that was for four cars and mileage

Commissioner Wang said yes

Coordinator Damato said jerseys would fall under on campus. That would fall under operations. The point that professional staff have on on-campus is that it's an on-campus event that couldn't be held on campus and would need to be for all students.

Women's Club Volleyball said they were trying to find solutions to it too.

Assistant Director Bittar said on campus was funded

Commissioner MacNeill said they didn't fund jerseys

Assistant Director Bittar said they funded the cotton shirts that would be sold

Commissioner Adams said the on campus application wasn't funded, they were only funded for the shirts they were selling

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Women's Club Volleyball said since they haven't used their funding, can they use their on campus funding and put the jerseys as operations. At the first club meeting she asked about this.

Commissioner Wang said they could have done travel for their late fees because it was a registration cost and done operations for jerseys, but if they were due on Thursdays they couldn't do anything today

Women's Club Volleyball said the late fee was due Thursday

Director Desamero said all applications had to be posted three days before. If they heard that now, it would invalidate the meeting for all the other clubs. They had to notify or submit application three business days before

Women's Club Volleyball said their commissioner said it would be good to apply for operations. They were trying to work around it. They had all their forms in before. Without jerseys they don't have a club. They just followed Keenan's advice and payed for the late fee with operations. There was no point having the late fee if they don't have jerseys because they can't pay

Commissioner Adams said even if they wanted to, with Nevada Open Meeting Law, if it wasn't agendized they couldn't create it

Women's Club Volleyball said on Thursday the late fee was discounted. That was the discount. That was on the application and the invoice

Commissioner Hickman asked what the last day the fee could be due

Women's Club Volleyball said it was their operations funding at the first hearing

Assistant Director Bittar said he saw the ap but not the supporting documents

Commissioner Adams said they could agendize them for next Tuesday for emergency stuff and they can debate those applications then

Women's Club Volleyball said they could fill out new applications for Tuesday

Assistant Director Bittar asked if they spent the money

Women's Club Volleyball said no

Assistant Director Bittar said they would make a new travel application with the registration fee and supporting docs. They would submit an operations ap for the jerseys and then they could hear it next week. Have that done by 6 tomorrow.

Commissioner MacNeill said that tier was a 40/60 split for travel, so they will have to cover 40% of that but the jerseys will be covered up to \$20 each for operations

Director Desamero said they had a cap for jerseys

Women's Club Volleyball said they would do the math. Asked if they put down the full price

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Assistant Director Bittar said the sheet does it on its own

Commissioner Raquel asked if it will have been 30 days

Assistant Director Bittar said yes. It will be automatically remitted by then.

Director Desamero said to make sure they submit an application as soon as possible

Women's Club Volleyball asked if they could meet with Keenan tomorrow

Commissioner Raquel said he was not free tomorrow

Assistant Director Bittar said they could meet with anything

Director Desamero said to submit an emergency travel for registration and operations for jerseys.

They will hear that at the next meeting. Email Bittar to be on the agenda

Women's Club Volleyball said they wanted to be put last so they don't hold up everyone else

Assistant Director Bittar said he would do that

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	7:30 PM	Women's Club Volleyball	Travel	\$734.84		
	7:30 PM	Women's Club Volleyball	Off-Campus	\$440.00		

**ii. Action:** The Commission will hear the following Emergency Fall II funding requests  
SAIWI said they had the treasurer and general member. Wang had the proxy. Neither were ASUN officials.

Commissioner Gomez said he reviewed the application and it looked good. The travel insurance had an operation for basic vs plus, asked why they needed plus

SAIWI said they needed to have emergency and political evacuation covered. She talked to Wang and was told to submit an operations application for next week.

Commissioner Adams said they should relegate this to operations now

Commissioner Gomez said they just wanted one line item. They were good. Moved to strike nonfood item line three unanimously  
Motion carried

Commissioner Wang said did they have updated plane tickets

SAIWI said she looked today and they were good. She didn't need an updated price. This was submitted as emergency because of the nature of their club. They go on international trips for water resource aid. They plan based on their own contacts, which can be slow sometimes. They were working with a nonprofit and their main contact was the CEO who is busy. They weren't even aware that they were officially cleared to go until past the funding application which was why it was emergency.

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Commissioner Gomez moved to approve SAIWI for 462.60  
 Secoded by Commissioner Hickman  
 Motion carried

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	7:30 PM	Student Association for International Water Issues	Emergency: Travel	\$494.40		

iii. **Action:** The Commission will hear the following Operations funding requests  
 Audio Engineering Society said they had their treasurer and president. Neither were ASUN officials.  
 Commissioner Gomez said he reviewed the application. It as for pizza, plates, and napkins for their event. Have they filled out the speaker forms?

Audio Engineering Society said they were doing it with Tom Gordon, a professor, but they would have to check with him. They did not personally do that

Commissioner Gomez said did they fill out an SEAB form for their coordinator to know

Audio Engineering Society said they weren't sure. Everything was set up for him to talk in the Nightingale. If he needed to fill out the paperwork, it was done. Who would need to do that

Commissioner Gomez said he would email them

Audio Engineering Society said he was faculty, and faculty had different rules for facilities

Coordinator Damato said who was running the event

Audio Engineering Society said they were teaming with Tom Gordon, the head of the audio departments. He was coordinating with the speaker and getting them in to the Nightingale. They were just asked to help.

Commissioner Gomez said they could contact the commissioner to sort out the details after the meeting. The application was good. Moved to approve UNR Audio Engineering Society for 162.49  
 Secoded by Commissioner Hickman  
 Motion carried

Omega Delta Sigma - Nevada Alpha said they had their vice president and a representative. Gomez received a proxy email. They were not officials

Commissioner Gomez said he reviewed the application. The quote listed the banner price and the upgrade for strength as two separate line items. Next time, fill those out individually. The amount for the table banner was above 150, so now they can get the full amount. Moved to change nonfood item line one to unit price 135.85 and add nonfood item line two, "strength upgrade" quantity one, unit price 20.38 unanimously  
 Motion carried

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Commissioner Gomez said it was the same amount. Moved to approve for 156.23  
Seconded by Commissioner Hickman

Commissioner Raquel said could they change the phrasing of the color

Director Desamero said no, it depends. He would talk to Amy. Right now it was black.

Coordinator Damato said it was blue navy or white

Commissioner Adams said on the ASUN website they had the logo in black

Omega Delta Sigma - Nevada Alpha said they pulled it from offline

Director Desamero said to verify they could check with Amy Koeckes

Commissioner Gomez said he knew in the standards they gave them three options, Navy blue, black, and back text. That black text was actually in a white box, which they should use

Coordinator Damato said he realized he said blue navy and white instead of black navy and white which didn't make much sense.

Motion carried

Association for Computing Machinery said they had their president and treasurer. Neither were ASUN officials.

Commissioner MacNeill said she reviewed it and it was good. Like, perfect.

Assistant Director Bittar said to make sure they fill in all the yellow boxes on the spreadsheet, their name and funding period.

Commissioner Hickman said she moved to approve Association for Computing Machinery for 76.99

Seconded by Commissioner MacNeill

Motion carried

Kappa Delta Chi said they had their proxy for president and treasurer. Jared got the email. Neither were Asun officials.

MacNeill reviewed the application. She uploaded a second supporting document below with the price for chicken. Now it was good. Moved to approve in the amount of 264.16

Seconded by Commissioner Hickman

NSSLHA said they had their president and proxy for treasurer. Jared got the proxy email, they sent it earlier. Neither were ASUN officials

Commissioner Hickman said she reviewed the application. They had to relegate it.  
Moved to relegate

NSSLHA to operations unanimously

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Motion carried

Commissioner Hickman said the application was good but in the future when they do supporting documents, put them in the same order as the list.

Commissioner Gomez said he was wondering who was invited to the holiday party

NSSLHA said it was open but mostly they invite the kids from the clinic and get the adults involved too. It was at the speech and hearing clinic at the med center.

Commissioner Hickman moved to approve in the amount of 245.78

Seconded by Commissioner Raquel

Motion carried

Wired Like This said they had their president and events coordinator. They sent a proxy to Jared.

Neither were ASUN officials.

Commissioner Hickman said she reviewed their applications. Did they mean to submit two?

Wired Like This said no, just one

Commissioner Hickman said when is the event

Wired Like This said it was December 15<sup>th</sup>, the Sunday before finals

Commissioner Hickman moved to change food items one and two to nonfood items one and two unanimously

Motion carried

Commissioner Hickman moved to approve Wired Like This operations in the amount of 317.94

Seconded by Commissioner Gomez

Motion carried

*Commissioner Gomez left the room at 8:08 pm*

Photography Club said they had their president and secretary. Neither were ASUN officials. Jared got the proxy email.

Adams reviewed the application. It looked good, it was just they were paying for a guest speaker, but it was in the food item column. Moved to relegate food item line one to nonfood item line one unanimously

Motion carried

Commissioner Adams said for future, they submit the NSHE guest speaker form and it had the social security information

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Director Desamero said in the future they should exclude that for the clubs

Commissioner Wang said they could just include the 4<sup>th</sup> page with the amount. Asked if this was the form for central station

Photography Club said yes

Commissioner Wang said they entered the amount requested by the speaker

Photography Club said yes

Commissioner Wang asked if they had an email for how much they were requesting

Photography Club said they entered the amount they were going to pay them

Director Desamero said they were setting the rate. Usually speakers requested a rate but he didn't see anything wrong

Commissioner Adams asked who the speaker was

Photography Club said it was a well-known photographer

Commissioner Wang said did they tell him they would pay him and he agreed

Photography Club said they had a conversation if he could come in and speak. They said 50-100 dollars, and he said 50 dollars was okay

Commissioner Wang said this was verbally done

Photography Club said this was through text

Commissioner Wang said they needed to see the text

Commissioner Adams said what they were submitting to central station for accountability purposes, they weren't approving them for inaccurate money. They submitted the paperwork.

Coordinator Damato said he agreed with them if they saw the agreed upon price. Otherwise there was nothing validating the money they were spending

Commissioner Adams said the form said the check was made out to the guy

Coordinator Damato said the form wouldn't hurt as a supporting document

Commissioner Hickman said it was another document, it was the same thing as going to Costco and finding the price

Commissioner MacNeill said they could text him and ask if he had the conversation

Photography Club said it wasn't a personal relationship so he didn't want to text them this late, but he signed off on the contract to show he agreed to that

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Commissioner Wang said if he signed it she thought it was fine, it would just be better to be uniform with a real supporting document. Central station couldn't spend extra without a receipt. For future and to be on the record they would prefer a supporting document

Commissioner Wang moved to approve for 50 dollars

Seconded by Commissioner Adams

Motion carried

Commissioner Adams said their seconded application had four cars and they had to split it up. He would stutter so someone else should do that. It had everything listed.

Commissioner Wang said they wanted to explain the outing

Photography Club said he had no idea they needed to submit travel documents to central station. There was a debate about whether or not they had to travel less than 50 miles, but they were told they needed documentation. These outings are monthly. He already submitted the request before the outing. They go up somewhere they find interesting and take pictures using what they learned in the club

Commissioner Wang said to make sure their excel sheet matched the cost break down in the supporting documents. The quantity would be 4 times the miles and the unit price would be their gas rate, and it would be in nonfood items if they don't eat it. Moved to strike food item line one and add nonfood item line one "Reno- Tahoe City" quantity 188 unit price .2675, nonfood item line two, quantity 72, unit price .2675, nonfood item line three, quantity 260, unit price .2675 Unanimously

Motion carried

Assistant Director Bittar said the amount was 139.10

Commissioner Hickman moved to approve in the amount of 139.10

Seconded by Commissioner Raquel

Motion carried

Photography Club said he would never bring their treasurer because she was an elected official. Could he just send one email?

Director Desamero said they should send individual email.

Photography Club asked if they had to send travel requests every single time

Coordinator Damato said they should every time

Director Desamero said central station would know more unless they were getting conflicting advice from central station. Talk to Delana

The Environmental Club said they had their treasurer and president. They were not ASUN officials.

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Commissioner Raquel said the application looked good, asked their event

The Environmental Club said last minute they decided to sue the items as fundraiser suppliers. They were going to be used for a workshop on Saturday for zero waste products. Instead because the shipping date was a little off, they decided to use them for fundraising. They would like to change the use of the funds

Commissioner Raquel said they would be selling the items. Were any consumable?

The Environmental Club said no, you shouldn't

Commissioner Raquel said coconut oil and baking soda were under food items but you weren't eating them

The Environmental Club said no one would be consuming them

Director Desamero said if they don't consume them they weren't food item

Commissioner Raquel moved to move food items 1-3 to nonfood items 8-10

Commissioner Adams said they haven't don't this fundraiser in the past, but how much do they expect to raise in this fundraiser

The Environmental Club said they weren't sure

Commissioner Adams said would they raise more than 280

The Environmental Club said yes, they would be able to make a profit because they could save these items and sell them over time. The plan was to use all off these at a social to create all of the supplies that could be used at future fundraisers over time

Commissioner Raquel said did they still need the two day shipping

The Environmental Club said no, they could go with the cheapest option

Commissioner Raquel moved to change line item seven to unit price 11.83 unanimously  
Motion carried

Commissioner Hickman moved to approve for 255.82

Seconded by Commissioner Raquel

Motion carried

Theta Tau said they had their treasurer, future treasurer and future president. Non were ASUN officials

Commissioner Wang said she got proxy emails

Commissioner Raquel said he reviewed the application for their banquet. They had a funding cap for operations so they would have to change the quantity

Theta Tau said they were only requesting 500

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Assistant Director Bittar said they only want 500 dollars

Commissioner Raquel asked why they changed it to 500 instead of the full

Theta Tau said it was always 500

Assistant Director Bittar said they put the full quantity

Commissioner Wang moved to approve Theta Tau for 500 dollars

Seconded by Commissioner Hickman

Motion carried

CC said they had their president and treasurer. Neither were ASUN officials.

Commissioner Wang said it looked good. This was for their tournament. They were just getting chessboards. Asked why they need five boards and ten clocks

CC said they were balancing the ratio of clocks and boards

Commissioner Wang moved to approve

Seconded by Commissioner Raquel

Motion carried

*Director Desamero left the room at 8:29 pm*

Musical Therapy Club said they had their treasurer and vice president. Bittar got the proxy. Neither were ASUN officials. They were applying for funds for the website.

Commissioner Raquel said the application looked good. Moved to approve for operations for 96 dollars

Seconded by Commissioner Hickman

Motion carried

*Director Desamero entered the room at 8:31 pm*

*Commissioner Gomez left the room at 8:31 pm*

Nevada Pre-Dental Society said they had their president and treasurer. Neither were ASUN officials

Commissioner Wang said the application was interesting. They were going to BJ's for their Christmas dinner. The excel sheet showed a compromise because they originally listed a document of the picture of the location and did the excel sheet for the food items with 20 people at 15 dollars because they were not getting catering so they couldn't for sure say who was eating what. She had no idea how to go about this because they cant just give them 15 dollars

Assistant Director Bittar said they could fund them at a per diem rate

Commissioner MacNeill said it was the rate that would be funded at a normal dinner, probably 20 dollars

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Commissioner Wang said for future reference, do things based on per diem rates

Assistant Director Bittar asked if they could do that

Coordinator Damato said that was the safest bet

Director Desamero said per diem was by person

Assistant Director Bittar said they were doing it by person

Commissioner Adams said would they fund them at the per diem rate and spend the money, or would they use the money to request reimbursement

Commissioner Wang said they would get reimbursement

Assistant Director Bittar asked what they did for Theta Tau

Commissioner Wang said they were catered so it was different. How many people were funded

Nevada Pre-Dental Society said 25 or less

Commissioner Wang said Bittar's spreadsheet wasn't the same as hers because she uploaded a new one. She would fix it. Moved to change food item line one "per diem dinner" quantity 25, unit price 23 unanimously

Commissioner Adams said since the event wasn't catered the cap didn't apply  
Motion carried

Commissioner Wang moved to approve Nevada Pre-Dental Society for 575 dollars  
Seconded by Commissioner Raquel

Commissioner Adams said they can't buy alcohol with their money

Commissioner Wang said no tax either and she can't tell them gratuity so it would have to be included in the 23 dollars. That includes gratuity.

Motion carried

Director Desamero said to combine their project updates for the report.

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
<b>A</b>	7:30 PM	Audio Engineering Society	Operations	\$163.49		
	7:30 PM	Omega Delta Sigma – Nevada Alpha	Operations	\$156.23		
<b>B</b>	8:00 PM	The Association for Computing Machinery	Operations	\$76.99		
	8:00 PM	Kappa Delta Chi	Operations	\$264.16		
	8:00 PM	NSSLHA	Operations	\$245.78		
	8:00 PM	Wired Like This	Operations	\$317.94		
	8:00 PM	Wired Like This	Operations	\$317.94		

	8:00 PM	Photography Club	Operations	\$50.00		
	8:00 PM	Photography Club	Operations	\$139.12		
<b>C</b>	8:30 PM	The Environmental Club	Operations	\$283.23		
	8:30 PM	Theta Tau	Operations	\$500.00		
	8:30 PM	Nevada Advertising Club	Operations	\$88.00		
	8:30 PM	Musical Therapy Club	Operations	\$96.00		
	8:30 PM	The UNR Chess Club	Operations	\$471.55		
	8:30 PM	Nevada Pre-Dental Society	Operations	\$405.00		

- iv. **Action:** The Commission will discuss and make edits to governing documents for the Department of Clubs and Orgs.
  - a. Club Support Funding Policy Manual
  - b. Department Procedures Manual

**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 Projects or Department Initiatives
  - ii. Short-Term Projects:
    - 1. SAS Change Chapter 202, Sections 7-12: Katie Hickman
    - 2. Spring 2018 Club Fair: Katie Hickman
    - 3. New Club Workshop: Noah Adams
    - 4. Hybrid Undergraduate/Graduate Clubs: Jared Desamero and Coordinator Damato
  - iii. Year-Long Projects:
    - 1. Funding Tracker: Luke Bittar
    - 2. Internship Program: Luke Bittar
    - 3. Inactive Clubs: Patrick Gomez
    - 4. Sports Council: Keenan Raquel
    - 5. Universal Funding Manual: Keenan Raquel
    - 6. Club Sports Manual Update: Keenan Raquel
    - 7. Impact Report for Clubs and Orgs: Katie Hickman
    - 8. Connect Service Clubs with Non-Profits: Brooke MacNeill
    - 9. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
    - 10. Club Resources Accountability and Policy Change: Jared Desamero
    - 11. Puzzle Event: Brooke MacNeill
    - 12. Budget Expansion Analysis: Luke Bittar and Jared Desamero
    - 13. Service Club Council: Brooke MacNeill
    - 14. Processes Audit: Patrick Gomez
  - iv. Department Initiatives:
    - 1. clubLead
    - 2. Club Retention Program
    - 3. CSF Outreach to Clubs

**6. REPORT OF THE DIRThe Environmental ClubTOR OF CLUBS AND ORGANIZATIONS\***

- a. The Director of Clubs and Organizations, Jared Desamero, will give his report. Director Desamero said he sent out the ADA spreadsheet and he would like to see responses from them

Commissioner Raquel asked when he talked about that

Director Desamero said last week it was brought up and he sent out an email. Respond to that by Thursday

Commissioner Adams said what about this spreadsheet made it ADA compliant

Director Desamero said they can't have any color, the tables have to be a certain way without merged cells which limited formatting, and there were some things in the old spreadsheet that having them all in one spreadsheet made it difficult. All the tables had to have titles. He would send it to Riley from tech to see if there was anything else to change. This would be on the CASPIO funding application to make it easy for clubs to access. He also sent out an email for one on ones. Half already replied, but make sure they emailed him a time for a one on one before prep day.

Commissioner Adams asked who he worked with to construct the spreadsheet

Director Desamero said Bittar, Raul and Riley

Commissioner Adams said was there someone they should talk to in the DRC to verify

Director Desamero said that Raul and Riley were doing an audit of the ASUN website for ADA. They were already aware of it.

## **7. REPORT OF THE ASSISTANT DIRECTOR OF THE ENVIRONMENTAL CLUB AND CLUBS AND ORGS**

Director Desamero asked when he would update the tracker

Assistant Director Bittar said Friday and then over winter break because there won't be too much spending. Hopefully they would have real-time numbers by spring. He would start on expansion analysis next semester. Tomorrow Courtney was coming in to talk about campaigns, they could come in tomorrow and bring their interns.

Commissioner Adams asked if they could post that in the other message so the interns could know about it

## **8. REPORT OF THE COMMISSIONERS**

- a. The Club Commissioners will each give their report.
- i. Keenan Raquel, Sports and Recreation

Commissioner Raquel said sports council was next week and eh would have Amy talk. The update was going well. He and Jared talked about a Clubs and orgs bulletin board at the joe just for clubs and orgs and updates for clubs with meeting times and events. He would see about borrowing a board. He was going to work with Inkblot to create a poster with all of their information so they can put them in the residence halls. He also wanted to bring small club fairs into RHA because they have multipurpose rooms in Peavine and Nye.

Director Desamero said to work with Adams and Wes to get that going

Commissioner Hickman said her intern wanted to work on smaller club fairs

Director Desamero said those would be short term. Did he want him to talk about that at the advisory board?

- ii. Katie Hickman, Greek Life / Social & Political Involvement
- Commissioner Hickman said she met with Senator Mah about the SAS change. Since no one gave her edits she was assuming it was fine. She would submit that to the chair of gov ops. She had 72 clubs signed up for the club fair and she was going to do a walk through. Sigma Alpha Iota couldn't come to the meeting and asked if they could move the date

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Director Desamero asked what tier it was. They put clubs on the last agenda because of the same reason.

Commissioner Hickman said it was an off campus event and she emailed them at the hearing, and they emailed back the same day saying they had a conflict and then they emailed yesterday to ask the next steps. They responded with their issue but didn't ask for more until yesterday

Director Desamero said they could agendaize them for off campus

Commissioner Hickman said the amount was 1522.19

Director Desamero said the SAS change project was important because that was what senators would use to hold commissioners accountable and when future commissioners were being heard for the commissioner. Make sure whatever is on there is what they want to see commissioners do.

Commissioner Hickman said she hasn't submitted it yet, so do that soon.

### iii. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education

Commissioner Gomez said any updates for Coordinator Damato or inactive or pending clubs

Commissioner Adams said no updates

Commissioner Raquel said how do you contact inactive clubs

Commissioner Gomez said the excel sheet had all the emails for the last listed president, treasurer, and advisers. The advisers were quick to respond if you had capitalized subject lines. He would send out updates about contacting clubs

Commissioner Raquel said Golf just became active, Nevada Boxing was close, they just needed to update, and a new club, UNR Auto club

Commissioner Hickman emailed all of her pending clubs. She got one response from the Young Democratic Socialists. They are doing central station training and needed something to be looked at on Givepulse. She emailed Coordinator Damato.

Commissioner MacNeill said she reached out to all her pending and new pending clubs and got three responses.

Commissioner Hickman asked what the deal was with signing up for the recognition course and net ID not working

Coordinator Damato said from the past year it has been asking for the non-net ID. That's why they just enroll them

Director Desamero said they should have something on the website to email him

Commissioner Gomez said that was one of the things he wanted to talk about. He was saying to do a tech request

Coordinator Damato said to email him with their net id

Director Desamero said he didn't want the instruction on the website

Coordinator Damato said he would look into it for next website, he and Raul were working on it

Commissioner Gomez said eh would send out a template email

Commissioner Wang said one of her clubs just became active. She realized four new clubs decided to be part of her coalition. They would be active soon and not pending. One of her clubs, the Prehealth professional club, was trying to be a frat so they weren't going to be a club and they dissolved. Some other clubs fused. She would send him information.

Commissioner Gomez said he was working with his intern about applying for rentals and resources on campus to create a list of how to do things for the FAQ list.

- iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering  
Commissioner Wang said no report. They had one more meeting. Secret Santa was next week on Tuesday after the meeting. Might ask Director Coordinator Damato to get them treats

Coordinator Damato said he got a promotion!

Commissioner Wang said she meant coordinator. They would get some snacks.

Commissioner Adams said along with that, will there be an ASUN holiday event

- v. Brooke MacNeill, Faith Based / Service & Community Outreach  
Commissioner MacNeill said she cancelled her last two office hours because she got the flu and her house flooded. She had five meetings about the project and she was trying to get them all to become partners so she could post them on Givepulse.
- vi. Noah Adams, Campus Life / Multicultural & Diversity  
Commissioner Adams said he was assuming that next meeting was their last meeting. He had some interesting news. Don't forget that he forgot about the cross department collaboration. He was planning an event and she would be at the next meeting to discuss updates. He was meeting with Precious and Maggie on Friday to go over their coalition. He was meeting with Anthropology club about updates

Coordinator Damato said to get details about how they operate

Director Desamero said thank you for all your work on the project this was the first time they worked with cross department so closely

## **9. APPROVAL OF MINUTES**

- a. September 23<sup>rd</sup>, 2017
- b. September 28<sup>th</sup>, 2017
- c. October 17<sup>th</sup>, 2017
- d. November 17<sup>th</sup>, 2017
- e. November 18<sup>th</sup>, 2017
- f. November 21<sup>st</sup>, 2017

Commissioner Hickman said on the Roll call it said Commissioners Hickman and Raquel were absent and it should say MacNeill was absent

Minutes from November 21<sup>st</sup> were approved

**10. REMARKS**

Coordinator Damato said the job posting was getting started and there was another issue Delana was working on. They would get it taken care of.

Commissioner Adams said when would they interview and hire someone

Director Desamero said he and Wang would interview together for all of the candidates but the plan was to do this around finals. This will be happening around them based on the fact that HR needed to post and people needed to submit

Commissioner Adams asked how much time will the posting be up for

Director Desamero said he wasn't sure

Commissioner Adams asked if they would have someone before spring

Director Desamero said it also depended on how Senator works or it would be a really tight schedule like Raquel

Commissioner Adams said Senate doesn't meet over winter break

**11. STAFF REPORT(S)**

Coordinator Damato said he was going to send an email for one on ones, so he wanted to do it in person. After the meeting let him know for next week.

**12. PUBLIC COMMENT**

Commissioner Hickman said thank you for staying the whole meeting

Commissioner Raquel said central station and front desk just hired new people so introduce yourselves

**13. ADJOURNMENT**

The meeting of the Department of Clubs and Orgs adjourned at 9:06 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.*