# Clubs and Organizations Commission

**Department of Clubs and Organizations**

**Minutes for Tuesday, November 7th, 2017 at 7:30 PM**

**Joe Crowley Student Union, Room 317, 3rd Floor**

1. CALL MEETING TO ORDER

Assistant Director Bittar called the meeting of the Department of Clubs and Organizations at 7:32 pm in room 317 of the Joe Crowley Student Union. Presiding secretary, Kaitie Christensen.

1. ROLL CALL

Assistant Director Bittar and Commissioners Adams, Gomez, Hickman, Raquel and Wang were present.

Commissioner MacNeill was tardy excused.

Director Desamero was absent excused.

1. PUBLIC COMMENT

There was no public comment at this time.

1. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS
2. 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.
   * 1. **Action**: The Commission will hear the following Remittance request for the Fall I funding period

|  |  |  |
| --- | --- | --- |
| **Club Name** | **Tier Requested** | **Amount Requested** |
| Tau Kappa Epsilon | On-Campus | $685.17 |

* + 1. **Action:** The Commission will hear the following Operations funding requests.

American Nuclear Society said they had their proxy and treasurer here. Bittar received the email. Neither were

ASUN officials. Operations for pizza for a workshop with 25 attendees to spread the word on national labs and opportunities for students. They were using it as a recruitment event.

*MacNeill entered the room at 7:34*

Commissioner Adams said it looked great. Moved to approve American Nuclear Society for 60 dollars

Seconded by Commissioner Gomez

Motion carried

Assistant Director Bittar passed the gavel to Wang

Commissioner Wang accepted

*Assistant Director Bittar recused himself at 7:36*

Pack Scholar Speaks said they had their president and treasurer. They were not ASUN officials. The application was for funding their website that they were making for the club.

Commissioner Gomez said he reviewed it and it looked good. Moved to approve Pack Scholar Speaks for 216

Seconded by Commissioner Adams

Motion carried

Commissioner Wang passed the gavel to Bittar

Assistant Director Bittar accepted

Institute of Electrical and Electronics Engineers said they had their treasurer and proxy for president. Neither were ASUN officials. Their application was for a fundraiser next Tuesday and Thursday, I Triple Cheese, a quesadilla fundraiser out by Ansari

Commissioner Hickman said it looked good but they had to adjust the unit price. Moved to change food item line seven to unit price 4.98 unanimously

Motion carried

Assistant Director Bittar said it was now 128.96

Commissioner Hickman moved to change food item line five to nonfood item line five unanimously. The portion cups for sauce.

Motion carried

Commissioner Gomez moved to approve Institute of Electrical and Electronics Engineers for 128.96

Motion carried

NSSLHA said they had their proxy and president. They sent Luke an email. Their application was for a grad panel next Friday. They were having professors and grad students give them information for their club.

Commissioner MacNeill said they were going to take off the Starbucks gift cards. She

reviewed the supporting documents from Costco.

NSSHLA said they wanted to switch to a different vendor

Commissioner MacNeill said they would purchase the things with their own card and get a check written out to them for the entire amount they got approved for, without tax. It would come out of operations. No tax was reimbursed.

Assistant Director Bittar said they don’t have to use Costco so they could go to another vendor as long as they buy what they have for that price. Whatever they don’t spend will be remitted.

Commissioner MacNeill moved to strike nonfood item line one

Motion carried

Commissioner MacNeill moved to approve NSSLHA for 63.73

Seconded by Commissioner Adams

Commissioner Wang said they can’t get gift cards in general because it was cash

NSSHLA said they did it before and filled out a form

Commissioner Wang said they could do it with their own money but not funding

Motion carried

UNR Winter Sports Club said they had their president and proxy for treasurer. They emailed Luke. Their application was for operations for their team to register for a tournament.

Commissioner Raquel said they might have to change the quantity to match the 1000 cap.

Assistant Director Bittar said they would approve at the cap

Commissioner Raquel said it looked good

UNR Winter Sports Club said they requested travel

Assistant Director Bittar said he would email them

Commissioner Raquel moved to approve for 1000 dollars

Seconded by Commissioner Hickman

Motion carried

Microbiology Club said they had their president and treasurer. They were requesting funding for their skills development lab based on a write up from a paper. They sent an email with the procedure. They developed it based on the professor protocols and reduced the price.

Commissioner Wang said to email her by her deadline because they need to review the applications before the meeting. She needed to go through and check everything.

Microbiology Club said it was fine to postpone

Commissioner Wang said they wanted to get two packs of plates. Moved to change nonfood item line one to quantity two at unit price 12.19, nonfood item line two to quantity 2 to unit price 15.80, nonfood item line three quantity 2, unit price 33.65, nonfood item line four to quantity one-unit price 4.31, nonfood item line 6 to a quantity one at unit price 9.95 and strike nonfood item line five unanimously

Motion carried

Commissioner Wang said that unit price meant the pack or bundle of things. For example, if they bought a pack of Costco cucumbers, they came in a set of three, and you wouldn’t divide the count by the price. Moved to approve for 137.54

Seconded by Commissioner Gomez

Commissioner Wang said this was more than they requested for but it was fine because it was in operations

Motion carried

AIGA UNR said they had their president and the treasurer. They apologized for being late. The application was for their new graphic design group. They were working on a graphic design program at UNR.

Commissioner Wang said she emailed them back yesterday and didn’t get a response. She needed to know by last night a resubmitted document.

AIGA UNR said they sent it to Commissioner Wang

Commissioner Wang asked what email it would come from.

AIGA UNR said they had a hard copy

Commissioner Wang said she didn’t get anything, they emailed her at 6:47 PM last night

AIGA UNR said he emailed her this morning.

Assistant Director Bittar said they could look at the hard copy and asked to see the email

Commissioner Wang said this was sent to them or emailed

AIGA UNR said they had to negotiate with the guy to get the prices.

Commissioner Wang said the page was given to them as a word document, not as a PDF which was why it wasn’t sufficient because they could edit it

AIGA UNR said they sent him a Word document and converted it to a PDF but she never got it

Commissioner Wang said she wanted him to screenshot the email as well. They sent her a word document of the invoice, so she asked for a PDF because the Word document could be modified. They can convert the Word document to a PDF if that was how they received the bid.

Commissioner Gomez said he wanted to know if the individual was an undergraduate.

AIGA UNR said he was an art major and was reinventing himself. This was for lifelong learning.

Commissioner Wang said she didn’t know what supporting documents they had for things anymore because it got jumbled. They did a good job filling out the ap for their first time. If they go to where they submitted the application there was an example of a supporting document and it would go in order of how they put them on the Excel sheet. Moved to change food item line one to unit price 10, food item line two to quantity 3 at unit price 10, food item line 3 to item name “veggie pizza” quantity two unit price 10, and food item line four to name “chicken pizza” quantity two unit price ten, and add food item line 12, “combo pizza” quantity two, unit price ten, and add food item line 13, item name “Caesar salad” “ unit price 10 quantity ten, and add food item line 14, item name “house salad” quantity one unit price ten, food item line 15, “cheese bread” quantity three, unit price eight, and change food item line 7 to a quantity two to unit price 1.99, change food item line 8 to item name “Sunkist soda” quantity two, unit price 1.99 and change food item line 9 to “A and W root beer” quantity two, price 1.99 unanimously

Motion carried

Commissioner Wang said she moved to approve AIGA UNR for 222.11

Seconded by Commissioner Hickman

Commissioner Raquel said they didn’t have the supporting document for nonfood item line three

Commissioner Wang said it was on the Raley’s thing

AIGA UNR said it was on the first PDF

Commissioner Wang said she saw it

Commissioner Gomez said he saw it

Commissioner Wang said to make sure they got confirmation from them first

Motion carried

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Club Name** | **Tier Requested** | **Amount Requested** | **Tier Approved** | **Amount Approved** |
| American Nuclear Society | Operations | $60.00 |  |  |
| Pack Scholar Speaks | Operations | $216.00 |  |  |
| Institute of Electrical and Electronics Engineers | Operations | $138.92 |  |  |
| NSSLHA | Operations | $93.73 |  |  |
| UNR Winter Sports Club | Operations | $1000.00 |  |  |
| Microbiology Club | Operations | $124.00 |  |  |
| AIGA UNR UNR | Operations | $126.71 |  |  |

* + 1. **Action:** The Commission will discuss and make edits to governing documents for the Department of Clubs and Orgs.
  1. Club Support Funding Policy Manual
  2. Department Procedures Manual

1. APPROVAL OF ASUN CLUBS AND ORGANIZATIONS INTERNS

The Commission will consider the following nominations for the ASUN Clubs and Orgs Internship Program. When the Commission has concluded its deliberations, the Commission may approve the nomination, reject the nomination, or take no action upon the nomination.

1. **The following nominations were submitted to the ASUN Director of Clubs and Organizations on October 27th, 2017:**
   1. **NOMINATION OF BIANCA ONYEAGOLU TO THE POSITION OF ASUN CLUBS AND ORGANIZATIONS INTERN**

The Commission will consider the above-named nomination to the ASUN Clubs and Orgs Internship Program. The Committee may consider the character, professional competence, physical or mental health, or other matters permissible under NRS 241.033 during consideration of this item. Under NRS 241.031, the meeting may not be closed.

1. PROJECTS AND DEPARTMENT INITIATIVES\*
2. 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.
3. Proposition of New Projects or Department Initiatives

Commissioner Gomez said to second what Brooke said, they still had operations applications interspersed. He wanted to do an audit of all the processes they have for clubs and going at a different aspect to see how easy it was for a club to understand all this stuff. He emailed Luke and Jared. He wanted to see what changes they could make to the website on the “get funding” page of the website. He wanted to make getting funding easier. It was a “processes audit”

Assistant Director Bittar asked if this was short term

Commissioner Gomez said yes

1. Short-Term Projects:
   * + 1. iLead Conference: Rachel Wang
       2. Inactive Clubs: Patrick Gomez
       3. SAS Change Chapter 202, Sections 7-12: Katie Hickman

Commissioner Hickman said she wanted to add that the club renewal process outline was not the same in the SAS and procedure manual as in the CSE website so she would tackle that. She started emailing about spring club fair

* + - 1. Spring 2018 Club Fair: Katie Hickman
      2. Residence Hall Engagement: Noah Adams
      3. Hybrid Undergraduate/Graduate Clubs: Jared Desamero and Coordinator Demotto Damato

1. Year-Long Projects:
2. Wolf Shop: Rachel Wang
3. Funding Tracker: Luke Bittar
4. Internship Program: Luke Bittar
5. Sports Council: Keenan Raquel
6. Universal Funding Manual: Keenan Raquel
7. Club Sports Manual Update: Keenan Raquel
8. Impact Report for Clubs and Orgs: Katie Hickman
9. Connect Service Clubs with Non-Profits: Brooke MacNeill
10. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
11. Club Resources Accountability and Policy Change: Jared Desamero
12. Puzzle Event: Brooke MacNeill
13. Budget Expansion Analysis: Luke Bittar and Jared Desamero
14. Department Initiatives:
15. clubLead
16. Club Retention Program
17. CSF Outreach to Clubs
18. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS\*
19. The Director of Clubs and Organizations, Jared Desamero, will give his report.
20. General updates from the Director regarding the Department.
21. Communications from the President, the Senate, and other officers of ASUN.
22. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS\*
23. The Assistant Director of Clubs and Organizations, Luke Bittar, will give his report.
24. General updates from the Assistant Director regarding the Club Support Funding account and the Clubs and Orgs Internship Program.

Assistant Director Bittar said they had a meeting on Thursday at 7:30. Please have the applications reviewed by the 9th and send him a list. Keep an eye out for the funding hearing agenda. This was for the interns: Chief of Staff Bradley emailed him, they would put together an intern social and they would meet with her on Friday to acclimate with the departments.

Commissioner Adams said he wanted to know if there would be an ASUN holiday party

Assistant Director Bittar said he didn’t know

Commissioner Wang said they would have to ask Amy.

REPORT OF THE COMMISSIONERS

1. The Club Commissioners will each give their report.
2. Keenan Raquel, Sports and Recreation
3. Katie Hickman, Greek Life / Social & Political Involvement
4. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education

Commissioner Gomez said Allen Johnson from UNR Gear Up contacted him to see if they could get people to go to a panel for high school and middle school students. It was January 4th during winter break. He wanted to see who was available. He wanted to put that out there as a way to expose the department. Asked if anyone would be here in January and could talk for 30 minutes.

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

Commissioner Wang said a club leader would be in Marching band during the funding hearing. He would prefer to be present at the meeting, and people who could be a proxy, would also be in marching band. Since this was a university absence he wanted to reschedule for a regular meeting. They want it for their next meeting but they can’t do that, but if everyone agrees they will move to November 21st

Commissioner MacNeill said they could bring a proxy not in marching band

Commissioner Wang said he preferred to be there. Everyone in trumpet club is a part of marching band.

Commissioner Adams said for the trumpet club they could do it but he thought they should find someone to bring to the meetings. With Trumpet Club, all the members are in marching band, but with the other clubs, only the officers are in marching band, they should find someone else

Commissioner Gomez asked what the other clubs were

Commissioner Wang said Rock Climbing and Mining

Commissioner Gomez said she should write back about options. He understood with trumpet club but the others should get proxies.

Commissioner MacNeill said she wasn’t trying to set precedent that if clubs have an event they can email them

Commissioner Adams said he thought the marching band thing was different because it was a university event, but with Rock Climbing, these clubs were independent and had no credible tie to marching band like the Trumpet Club

Commissioner Hickman said she agreed with Brooke

Commissioner Wang said she would reach out to them.

1. Brooke MacNeill, Faith Based / Service & Community Outreach
2. Noah Adams, Campus Life / Multicultural & Diversity
3. APPROVAL OF MINUTES
4. September 23rd, 2017
5. September 28th, 2017
6. October 17th, 2017
7. October 24th, 2017

Adams moved to approve the minutes from Oct. 24

Seconded by Commissioner MacNeill

Motion carried

1. November 2nd, 2017
2. REMARKS

Commissioner Adams said in senate they fine people in the remarks. It would be interested if they did that.

Commissioner Hickman said let’s not

Commissioner Raquel said could you add the amount the application was at

Assistant Director Bittar said he would do that when they send the email. He figured they would look at the agenda. That was kind of passive aggressive

Commissioner Gomez said he gave them the numbers but not the names and amounts for the applications

Assistant Director Bittar said he meant for operations meetings

1. STAFF REPORT(S)

Commissioner Hickman said she broke it up into coalitions and emailed pending Greek life clubs. One person responded and said they had 12 people in their Givepulse

Coordinator Demotto said FSL had their own process so he won’t get to see it. She can forward that

Commissioner Adams said he was in a meeting with Megan Pepper and she said some clubs in MGC don’t qualify for ASUN recognition and he wanted to know about that.   
Coordinator Demotto said she was in Clark but he could look up her contact information

Commissioner Gomez said one club responded, it was a club Jared was a part of. It was Gen ex

Commissioner Raquel said Nevada Club Golf should be done with their thing. He went through with Nevada Boxing the process. They have an advisor but he wasn’t sure if it was approved.

Coordinator Demotto said don’t’ say I don’t do anything for you. The funding hearing room sucked, so he called around and got it for LLC 114. Friday was in the Joe, and Saturday could be LLC or Raggio.

Assistant Director Bittar asked the hours

Coordinator Demotto said Friday was five to nine and Saturday was 8 am to 9 pm

Commissioner MacNeill said based on the aps, she didn’t think their funding hearing would be that long

Assistant Director Bittar said they would figure it out

Commissioner Wang said she chose the LLC

Commissioner Adams said vote by secret ballot

Assistant Director Bittar said they didn’t need to vote

Commissioner Raquel said WRB

Commissioner Gomez said LLC

Assistant Director Bittar said Friday they were 5-9, asked if they could get the room earlier

Coordinator Demotto said he would call

Assistant Director Bittar said sometime after two pm

1. PUBLIC COMMENT

There was no public comment at this time

1. ADJOURNMENT

Commissioner Wang moved to adjourn at 8:20

Commissioner Gomez seconded

Motion carried

*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.*