

# Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, February 20<sup>th</sup>, 2018 at 7:30 PM

Joe Crowley Student Union, Room #323, 3<sup>rd</sup> Floor

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

Director Desamero called the meeting for the Clubs and Organizations Department to order at 7:30 pm in Room 323 in the Joe Crowley Student Union. Presiding Secretary Zachary Jacoby.

## **2. ROLL CALL**

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

A quorum was met.

## **3. PUBLIC COMMENT**

Director Desamero moved to pass the gavel to Assistant Director Bittar as he was sick and could not chair the meeting.

Assistant Director Bittar accepted the gavel.

Assistant Director Bittar stated that since the Student Nutrition Association was not able to be added to this agenda, the commission would hear their application in public comment. The commission would vote on the application at the following meeting.

Commissioner Adams asked the representatives from the Student Nutrition Association how many shirts they wanted to be funded for.

The president said 60 regular t-shirts and 10 officer t-shirts. She stated that the prices for the two types of t-shirts was not the same.

---

### **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).

Assistant Director Bittar asked Commissioner Adams to write down his motions and save them for the following meeting.

Commissioner Adams told the representatives to send him a copy of their proof for the shirts with the ASUN logo on it.

Assistant Director Bittar told the representatives that the commission would vote on their application at the next clubs and orgs meeting.

There was no more public comment

#### **4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS**

**i. Action:** The Commission will hear the following Spring I Club Support Funding requests

<b>Funding Block</b>	<b>Time</b>	<b>Club Name</b>	<b>Tier Requested</b>	<b>Amount Requested</b>	<b>Tier Approved</b>	<b>Amount Approved</b>
<b>A</b>	7:30 PM	Lambda Psi Rho	On-Campus	\$1200.00		

**ii. Action:** The Commission will hear the following Emergency Spring I Club Support funding requests

<b>Funding Block</b>	<b>Time</b>	<b>Club Name</b>	<b>Tier Requested</b>	<b>Amount Requested</b>	<b>Tier Approved</b>	<b>Amount Approved</b>
<b>A</b>	7:30 PM	Institute of Electrical and Electronics Engineers	Emergency: Travel	\$2415.68		

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

<b>Funding Block</b>	<b>Time</b>	<b>Club Name</b>	<b>Tier Requested</b>	<b>Amount Requested</b>	<b>Tier Approved</b>	<b>Amount Approved</b>
<b>A</b>	7:30 PM	Muslim Student Association	Operations	\$99.63		
	7:30 PM	Criminal Justice Club	Operations	\$767.20		
	7:30 PM	Photography Club	Operations	\$43.17		
	7:30 PM	HDFS Club	Operations	\$216.00		
<b>B</b>	8:00 PM	Institute of Electrical and Electronics Engineers	Operations	\$354.89		
	8:00 PM	Omega Delta Phi	Operations	\$440.00		
	8:00 PM	Nevada Women's Lacrosse Club	Operations	\$204.59		
	8:00 PM	Nevada Neuro Society	Operations	\$800.00		
	8:00 PM	Nevada eSports	Operations	\$150.00		

	8:00 PM	The Business Student Council	Operations	\$357.38		
--	---------	------------------------------	------------	----------	--	--

Assistant Director Bittar asked to hear the operations application for the Muslim Student Association.

The president and treasurer were present and spoke on behalf of their organization. Neither were elected officials of ASUN.

Assistant Director Bittar asked the representatives what the funding would be used for.

The president stated that the funding would go towards an introductory meeting to teach students about their organization. The president wanted to provide food for the event to increase the popularity of the event.

Commissioner Adams reviewed the application and asked the representatives if they had already bought the items for the event.

The representatives said no. The president also stated that the price for the pizzas was at a discount and not the actual amount.

Assistant Director Bittar asked Commissioner Adams to review the supporting documents.

Coordinator Demato stated that the representatives sent him a new spreadsheet earlier and that he emailed it to members of the commission.

Director Desamero asked what items were incorrectly priced on the old spreadsheet.

The president said the pizza and sodas were the items with the wrong price.

Assistant Director Bittar asked if the representatives had new supporting documents for these items.

The representatives said that they do not. They also stated that their event was tomorrow.

Commissioner Adams reminded the representatives about the funding cap for pizza. He also asked what the monetary discrepancy between the two spreadsheets was.

The representatives stated that one spreadsheet did not calculate tax.

Assistant Director Bittar asked the representatives if they requested the credit card already.

The representatives said no.

Assistant Director Bittar told them that it usually take 24 hours and that they should request right after this meeting.

Commissioner Gomez shared that there was no supporting documents for the sodas placed on the newest application, so the commission could not fund them for those items. He also stated that there were no supporting documents for cups.

The representatives said that they were okay with this.

## Clubs and Organizations

Tuesday, February 20, 2018

Page 4

Commissioner Gomez moved to change food item line 2 to a unit price of \$10, change food item line 3 to an item name of 2 liter Pepsi in the quantity of 3 at a unit price of \$1.00, and add non food item line 1 item name foam cups in the quantity of 1 at a unit price of \$1.60 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to approve the operations application in the amount of \$82.63.

Commissioner Adams seconded the motion and all of the commissioners voted for the motion. It passed.

Assistant Director Bittar thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Assistant Director Bittar asked to hear the operations application for the Criminal Justice Club.

The president and treasurer were present and spoke on behalf of their organization. Neither were elected officials of ASUN.

Assistant Director Bittar asked the representatives what the funding would be used for.

The president stated that the funding would go towards purchasing shirts for the club.

Commissioner Adams reviewed and stated that the proof for the t-shirt had the ASUN logo and looked good. He said that he needed to change the spreadsheet to properly document the sizes and that there is a funding cap in place for t-shirts.

Commissioner Adams moved to strike non food items line 1 and 2 by unanimous consent.

There was no dissent to the motion and it passed.

Assistant Director asked if the representatives used the funding they applied for in the Fall for t-shirts.

The representatives said yes.

Assistant Director Bittar said that there was a lag between these two applications and that the funding tracker was not updated.

The representatives said that they also used funding in the fall for a recruitment event.

Commissioner Adams moved to change non food item line 1 to an item name of small short sleeve tee small at a quantity of 5 at a unit price of \$6, add non food item line 2 with an item name of short sleeve tee medium at a quantity of 10 at a unit price of \$6, add non food item line 3 with an item name of short sleeve tee large at a quantity of 15 at a unit price of \$6, add non food item line 4 with an item name of short sleeve tee XL at a quantity of 5 at a unit price of \$6, add non food item line 5 with an item name of short sleeve tee XXL at a quantity of 5 at a unit price of \$6, add non food item line 6 with an item name of long sleeve tee at a quantity of 10 at a unit price of \$6 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez told the representatives that the commission could only fund them for a certain amount until Central Station updated their amounts.

The representatives said that they could pay the difference.

Commissioner Gomez moved to approve the operations application in the amount of \$427.92.

Commissioner Hickman seconded the motion and all of the commissioners voted for the motion. It passed.

Assistant Director Bittar thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Commissioner Gomez left the room at 8:01 pm.

Assistant Director Bittar asked to hear the operations application for the Photography Club.

The president and a proxy were present and spoke on behalf of their organization. The proxy sent an email to Assistant Director Bittar. Neither were elected officials of ASUN.

Assistant Director Bittar asked what the funding would be used for.

The president stated that the funding would be used to pay for travel for their upcoming event. The club is going to Virginia City to take pictures and use the skills they learned in the club.

Commissioner Raquel reviewed the application and found nothing wrong with it.

Coordinator Demato shared that they commission ran into a problem in the past where a club tried to use operations funding for travel, so he asked to review the clubs documents.

Commissioner Adams said that this case is specific because the club's operations revolve around traveling and taking pictures.

Commissioner MacNeill also said that since clubs have been funded in the past for similar scenarios it would be unfair to fund this application.

Assistant Director Bittar stated that her comment was incorrect and that the commission has not funded gas under the operations tier before.

Assistant Director Bittar asked for a straw poll of the commission.

All of the commissioner voted for funding the application.

## Clubs and Organizations

Tuesday, February 20, 2018

Page 6

Commissioner Raquel moved to strike line item 1, add line item 1 with an item name of car 1 in the quantity of 53.8 at a unit price of .2675, add line item 2 with an item name of car 2 in the quantity of 53.8 at a unit price of .2675, and add line item 3 with an item name of car 3 in the quantity of 53.8 at a unit price of .2675 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel moved to approve the operations application in the amount of \$43.17

Commissioner Hickman seconded the motion and all of the commissioner voted for the motion. It passed.

Assistant Director Bittar thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Commissioner Gomez entered the room at 8:07 PM.

Assistant Director Bittar moved to pass the gavel to Commissioner Hickman.

Commissioner Hickman accepted the gavel.

Assistant Director Bitar and Director Desamero left the room at 8:07pm.

Commissioner Hickman asked to hear the operations application for the Business Student Council

The president and treasurer present and spoke on behalf of their organization. Neither were elected officials of ASUN.

Commissioner Hickman asked what the funding would be used for.

The president stated that the funding would be used to pay for a puzzle room for their club members for a team building activity.

Commissioner Raquel reviewed the application and said that there was a discrepancy between the supporting documents and the spreadsheet.

Commissioner Raquel moved to strike line item 1, add line item 1 with an item name of Escape Room first 3 people at a quantity of 1 at a unit price of \$69, add line item 2 with an item name of Escape Room at a quantity of 23 at a unit price of \$26 by unanimous consent.

There was no dissent to the motion and it passed.

Coordinator Demato asked how members were chosen for this event.

The president stated that it was open to all of their members.

Commissioner Raquel moved to approve the operations application in the amount of \$598.00

Commissioner Adams seconded the motion.

Commissioners Raquel, Gomez, and Adams voted for the motion.

Commissioner MacNeill abstained.

The motion passed.

Director Desamero and Assistant Director Bittar entered the room at 8:14 pm.

Commissioner Hickman thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Commissioner Hickman moved to pass the gavel to Assistant Director Bittar.

Assistant Director Bittar accepted.

## **5. PROJECTS AND DEPARTMENT INITIATIVES**

- i.** Proposition of New Projects or Department Initiatives
- ii.** Short-Term Projects:
  - 1. Clubs and Orgs Bulletin Board: Keenan Raquel
  - 2. Mini-Club Fairs in Residence Halls: Keenan Raquel
  - 3. SAS Change Chapter 202, Sections 7-12: Katie Hickman
  - 4. Club Awards / Banquet: Katie Hickman and Brooke MacNeill
  - 5. New Club Workshop: Noah Adams
  - 6. Credit Card Machines: Patrick Gomez
  - 7. Transition Process: Noah Adams
  - 8. Day of Community Engagement: Jared Desamero
- 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. Department Marketing: Keenan Raquel
  - 12. Budget Expansion Analysis: Luke Bittar and Jared Desamero
  - 13. Processes Audit: Patrick Gomez
- iv.** Department Initiatives:

## Clubs and Organizations

Tuesday, February 20, 2018

Page 8

1. club Lead
2. Club Retention Program
3. CSF Outreach to Clubs

Commissioner Adams asked if there was a way for commissioners to submit clubs nominations for the awards banquet.

Director Desamero stated that since clubs have notoriously submitted their names late in the past, the commission should wait.

Commissioner Hickman also shared that the commission cannot submit applications for clubs as they will review them and decide who is given awards at the banquet.

Director Desamero told the commissioners that they should be encouraging their clubs to submit applications for the banquet in the upcoming week.

Director Desamero gave his report and thanked the commission for showing up to the ASUN Banquet. He stated that it took him over two weeks to decide who should receive the commissioner of the year award. He let the commissioners know that he values everything the commission does and that this commission has done more than previous commissions.

Commissioner Hickman asked if the commission could get gifts for their interns.

Director Desamero said that they could.

Director Desamero told the commission that if they have any policy that they want to be pushed forward, they should give it to him so that he can leave it in the legacy binder. He also asked if all of the commissioners could finish their projects by the end of the year.

Every commissioner said that could finish their current projects

Assistant Director Bitar gave his report and shared that he found a few discrepancies in the budget tracker. He also let the commissioner know that a lot of clubs have filled out SAEB event forms in the spring and that he would assign them forms to make sure that they complete their applications properly. He also noted that the commissioners should not wait to review apps as it is unfair to clubs. He then ended his report.

Director Desamero reminded the commission that their last meeting is on May 8th.

Secretary Jacoby let the commission know that the minutes were finished and that he just needed the word documents for the agendas. .

Coordinator Demato told the commission to make sure that they did their GivePulse checks for clubs. Assistant Director Bitar asked if Coordinator Demato could attend the next intern meeting to help with event planning.

Coordinator Demato said yes he could attend.

Commissioner Gomez asked if the club clean-up project was finished.



Coordinator Demato said yes, the project was finished.

## **6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS**

Director Desamero reminded the commission to stay on top of their funding applications and projects. He let them know that while the 85th Senate Session was coming to an end, that does not mean that the commission can slack off.

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

The Assistant Director had no report.

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

Commissioner Hickman reported that she sent out an email to clubs about the awards banquet.

Commissioner Gomez reported that the meeting was great.

Commissioner Fulmer reported that he was meeting with Shannon Ellis this thursday to discuss the ILead Conference.

Commissioner MacNeill reported that she would continue to work on the banquet.

Commissioner Adams reported that he met with a few clubs to discuss funding.

Commissioner Raquel shared that the clubs sports banquet would be on May 1st. The banquet would have a bounce house and a mechanical bull. Food would also be provided for clubs.

Director Desamero also shared that this event would be open to all clubs and not just Commissioner Raquel's coalition. He encouraged the commission to tell their coalitions about the event.

## **9. APPROVAL OF MINUTES**

- a. December 6<sup>th</sup>, 2017
- b. December 7<sup>th</sup>, 2017
- c. January 30<sup>th</sup>, 2018
- d. February 2<sup>nd</sup>, 2018
- e. February 3<sup>rd</sup>, 2018
- f. February 6<sup>th</sup>, 2018
- g. February 13, 2018

**10. REMARKS**

There were no remarks at this time

**11. STAFF REPORT(S)**

Coordinator Demato asked the commission to remind clubs about the renewal process. The deadline to renew is may 15th.

**12. PUBLIC COMMENT**

There was no public comment

**13. ADJOURNMENT**

The meeting was adjourned at 8:24 pm.