

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Wednesday, March 7th, 2018 at 5:00 PM

Joe Crowley Student Union, Room #323, 3rd Floor

1. CALL MEETING TO ORDER

Director Desamero called the meeting of the Clubs and Orgs Department to order on Wednesday, March 7th at 5:03 pm in room 323 of the Joe Crowley Student Union

2. ROLL CALL

Director Desamero, Commissioner Hickman, Commissioner Fulmer, Commissioner Adams, Commissioner Gomez, and Commissioner Raquel were present

Assistant Director Bitar and Commissioner Macneil were absent excused.

Commissioner Adams was tardy excused.

3. PUBLIC COMMENT

There was no public comment at the time

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 Spring I Club Support funding requests.

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	7:30 PM	Rock Climbing Club	Emergency: On Campus	\$600.00		

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

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.

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	7:30 PM	Kappa Delta Chi	Operations	\$72.72		
	7:30 PM	Engineering Leadership Council	Operations	\$96.00		
	7:30 PM	Diverse Organization of South Asia	Operations	\$100.00		
	7:30 PM	Omega Delta Sigma	Operations	\$100.00		
	7:30 PM	Nevada Advertising Club	Operations	\$416.40		
	7:30 PM	UNRtists: Student Art Club	Operations	\$203.34		
	7:30 PM	NevadaTeach STEM	Operations	\$148.96		

Director Desamero asked to hear the emergency on campus application for the Rock Climbing Club.

The treasurer and a proxy were present and spoke on behalf of their organization. The proxy sent their email to Director Desamero and neither representatives were ASUN officials.

Director Desamero asked what the funding would be used for and why the request was an emergency.

The representatives stated that the funding would go towards booking a speaker for the club. The reason they considered this request to be an emergency is because the speaker is very popular and booking them is difficult. The representatives were just recently contacted by the speaker as well which pushed the timeline of the speaker to next week.

Commissioner Hickman stated that the supporting documents contain emails which validate the representatives statements. She said that this request is certainly an emergency.

Commissioner Hickman reviewed the application and said that there were no problems with the application.

Commissioner Hickman moved to approve the application at \$600.

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

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before they left.

Director Desamero asked to hear the operations application for the Kappa Delta Chi Fraternity.

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

Director Desamero asked what the operations funding would be used for.

The representatives said that the funding would go towards purchasing a storage cabinet and storage boxes for the fraternity.

Commissioner Hickman reviewed the app and found no problems with it.

Commissioner Hickman moved to approve the operations application in the amount of \$72.72

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

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before they left.

Director Desamero asked to hear the operations application for the Engineering Leadership Council.

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

Director Desamero asked what the operations funding would be used for.

The representatives stated that the funding would go towards renewing their website for the council. It would allow for their members to know when meetings time took place as well as upcoming events for the council.

Commissioner Fulmer reviewed the application and said that the name of a line item needed to be changed to match the supporting documents.

Commissioner Fulmer moved to change non-food item line 1 to an item name of Website Domain.com by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel asked why the domain would be used for other clubs if the council was receiving the funding.

The representatives clarified the discrepancy by saying that all of the members were apart of the leadership council, but the council itself is split up into sub groups.

Commissioner Fulmer shared that the council itself directly benefited from renewing the website, which makes the operations funding application valid.

Commissioner Adams walked into the room at 5:12pm

Commissioner Fulmer moved to approve the operations application at \$96

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

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before they left.

Director Desamero asked to hear the operations application for the Omega Delta Sigma Fraternity

The treasurer and a proxy were present and spoke on behalf of their organization. The proxy sent an email to Director Desamero. Neither representatives were ASUN officials.

Director Desamero asked what the operations funding would be used for.

The representatives said that the funding would go towards purchasing sweatshirts for their members.

Commissioner Gomez reviewed the application and stated that the line items were entered incorrectly.

Commissioner Gomez moved to strike food item line 1, add non food item line 1 item name hoodie small quantity 10 at a unit price of \$15, add non food item line 2 item name hoodie medium quantity 10 at a unit price of \$15, add non food item line 3 item name hoodie large quantity 10 at a unit price of \$15, add non food item line 4 item name hoodie XL quantity 10 at a unit price of \$15, add non food item line 5 item name hoodie XXL quantity 5 at a unit price of \$15, and add non food item line 6 item name hoodie 3X quantity 5 at a unit price of \$15 all by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez noted that the hoodies were being made by the Wolf Shop and the ASUN logo was present. He let the representatives know that the funding cap for hoodie is \$15 as well.

Commissioner Gomez moved to approve the operations application in the amount of \$750

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

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before they left.

Director Desamero asked to hear the operations application for the UNRtists: Student Art Club

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

Director Desamero asked what the operations funding would be used for.

The representatives said that the funding would go towards purchasing paints and brushes for their painting in the park event.

Commissioner Adams reviewed the account said that the price of plastic plates was off by 4 cents.

Commissioner Adams moved to change non food item 11 to a unit price of \$2.94 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Adams wanted to know if the paints would be used at any other time besides the event.

The representatives shared that the remaining paints would be used at their weekly meetings.

Commissioner Gomez moved to approve the operations application at \$202.29.

Commissioner Adams seconded the motion.

Commissioner Raquel said the price point that was used for the plates was the shipping cost. He stated that there was no need to pay the additional cost since there is a Walmart close to the campus.

Commissioner Adams stated that he did not know whether the club leaders had a car to drive to Walmart

The representatives stated that they did have a car and that they planned on driving to Walmart.

Secretary Jacoby let the commission know that they were in the middle of a motion and could not retract it because it was seconded.

All of the commissioners voted against the motion and it failed.

Commissioner Raquel move to change line item 11 to a unit price of \$2.17 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel move to approve the operations application at \$201.52

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

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before they left.

Director Desamero asked to hear the operations application for the Nevada Advertising Club

The president and a proxy were present and spoke on behalf of their organization. The proxy sent an email to Assistant Director Bitar and neither representatives were ASUN officials.

Director Desamero asked what the funding would be used for.

The president stated that the funding would go towards purchasing hats for members to help with recruitment in the future.

Commissioner Raquel reviewed the application and stated that the unit price for the line item needed to be changed.

Commissioner Raquel moved to change line item 1 to a unit price of \$10.21 and add line item 3 item name Named Artwork Fee quantity 1 at a unit price of \$20 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez asked if the hats had the ASUN logo on them.

Commissioner Raquel stated that they did.

The representatives asked if the charges for proofs of the hats could also be funded.

Commissioner Raquel said that since they were on the supporting documents, they could be funded.

Commissioner Raquel moved to add line item number 4 item name Proofs quantity 1 at a unit price of \$30 by unanimous consent.

Commissioner Raquel moved to approve the operations application in the amount of \$446.30

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

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

5. 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.

a. The following nominations were submitted to the ASUN Director of Clubs and Organizations on February 23rd, 2018:

a. NOMINATION OF KRISTEN DE GUZMAN 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.

Director Desamero let the commission know that the clubs and orgs intern nominee could not make it to the meeting today.

Assistant Director Bitar entered the room at 5:55 pm

6. 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. 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
 9. Unused Funding Outreach: Wes Fullmer
 10. Club Survey: Keenan Raquel

Commissioner Adams stated that he was hosting a new club workshop in Sierra Hall. He asked the commission to clam if they were available.

Commissioner Hickman stated that the SAS change would be on the upcoming Government Operations agenda and that it would reach senate after spring break.

Director Desamero told Commissioner Hickman that they needed to have a meeting about the club awards banquet as soon as possible

Commissioner Gomez shared that he was still waiting for answer about his credit card machine project.

Commissioner Fulmer let the commission know that he reached out to 2 clubs for unused funding. He also stated that he was working with Commission Hickman on club awards for the end of the semester.

Commissioner Raquel exclaimed that the bulletin board outside of ASUN could now be used for the Clubs and Orgs department. The commission would have to share the board with the Graduate Student Association. He also shared that the club survey was ready and would be sent out in the near future.

- iii. Year-Long Projects:
 1. Funding Tracker: Luke Bittar
 2. Internship Program: Luke Bittar and Patrick Gomez
 3. Inactive Clubs: Patrick Gomez
 4. Sports Council: Keenan Raquel
 5. Club Sports Manual Update: Keenan Raquel
 6. Impact Report for Clubs and Orgs: Katie Hickman
 7. Connect Service Clubs with Non-Profits: Brooke MacNeill

8. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
9. Club Resources Accountability and Policy Change: Jared Desamero
10. Department Marketing: Keenan Raquel
11. Budget Expansion Analysis: Katie Hickman and Jared Desamero
12. Processes Audit: Patrick Gomez
- iv. Department Initiatives:
 1. clubLead
 2. Club Retention Program
 3. CSF Outreach to Clubs

7. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

- a. The Director of Clubs and Organizations, Jared Desamero, will give his report.
 - i. General updates from the Director regarding the Department.
 - ii. Communications from the President, the Senate, and other officers of ASUN.

No report was given at this time.

8. 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.

No report was given at this time

9. 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
 - iii. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education
 - iv. Wes Fullmer, Pre-Professional and Academic: Science & Engineering
 - v. Brooke MacNeill, Faith Based / Service & Community Outreach
 - vi. Noah Adams, Campus Life / Multicultural & Diversity

10. APPROVAL OF MINUTES

- a. January 30th, 2018
- b. February 2nd, 2018
- c. February 3rd, 2018
- d. February 13th, 2018
- e. February 20th, 2018
- f. February 25th, 2018
- g. February 27th, 2018
- h. March 1st, 2018

11. REMARKS

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

12. STAFF REPORT(S)

- a. Members of the ASUN professional staff may provide comments, update the Commission, and discuss outreach to pending clubs and organizations.

13. PUBLIC COMMENT

- a. Items heard under public comment may be in regards to items either on or off the agenda. Action may not be taken on items raised under public comment. The Director may elect to take public comment on action items on this agenda. The Director may impose reasonable limits on the length members of the public may speak.

There was no public comment at this time.

14. ADJOURNMENT

The meeting was adjourned at 5:41 PM