

**Clubs and Organizations Commission**  
 Department of Clubs and Organizations  
 Minutes for Wednesday, March 28<sup>th</sup>, 2018 at 5:00 PM  
Joe Crowley Student Union, Presidents' Conference Room, 3<sup>rd</sup> Floor

**1. CALL MEETING TO ORDER**

Director Desamero called the meeting of the Clubs and Orgs Department to order on Wednesday March 28th at 5:04 pm in the 3rd floor of the Joe Crowley Student Union in the President's Conference Room

**2. ROLL CALL**

Director Desamero, Assistant Director Bitar, Commissioners Adams, Hickman, Gomez, and Raquel were present

Commissioners Fulmer and Macneil were absent excused

A quorum was met.

**3. PUBLIC COMMENT**

There was no public comment at this 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.

<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>	5:00 PM	Omega Delta Sigma – Nevada Alpha	Emergency: Travel	\$505.06		
	5:00 PM	International Business Club	Emergency: On-Campus	\$70.00		
	5:00 PM	Sigma Kappa	Emergency: Travel	\$2,156.00		

**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).

	5:00 PM	Undergraduate Behavior Analysis Club	Emergency: On-Campus	\$232.00		
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**ii. Action:** The Commission will hear the following Operations funding requests

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
<b>A</b>	5:00 PM	Undergraduate Behavior Analysis Club	Operations	\$183.20		
	5:00 PM	CABNR Ambassadors	Operations	\$231.36		
<b>B</b>	5:30 PM	Theta Tau	Operations	\$505.04		
	5:30 PM	Alpha Kappa Psi	Operations	\$750.00		
	5:30 PM	Book Worm	Operations	\$549.44		
	5:30 PM	ASCE Water Treatment Team	Operations	\$130.60		
	5:30 PM	UNR Game Developers	Operations	\$733.85		

Director Desamero asked to hear the emergency on-campus application for the International Business Club.

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

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

The president stated that the funding would go towards purchasing food for an event with a guest speaker. The president was also wondering if the club could receive funding for a gift specifically for the guest speaker.

Commissioner Hickman reviewed the application. She shared that the application only listed out food items and did not mention anything about a gift. She also noted that the supporting documents do not mention fries, so they cannot fund them.

Commissioner Hickman moved to change food item line 1 to Cane's chicken 50 count at a quantity of 1 at a unit price of \$54.38. She also moved to strike food item line 2 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman asked the representatives why this application was listed as an emergency.

The president let the commission know that he went to the wrong meeting earlier in the semester so he missed the opportunity to apply for this funding earlier.

Director Desamero still questioned why this application was an emergency. He shared that the structure of the event made it more appropriate for the operations tier and not the emergency on-campus tier.

Commissioner Hickman asked if she could relegate the application to the operations tier. Director Desamero said that she could.

Director Desamero let the representatives know that the weekly meetings for the clubs and organizations department were only for operations funding, unless the application could be considered an emergency. He asked the representatives if they were fine with using their operations funding.

The president shared that this was okay.

Commissioner Hickman moved to relegate the emergency on-campus application to the operations tier by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the operations application in the amount of \$54.38.

The president interjected and asked if they could receive funding for the gift for their speaker as well.

Commissioner Hickman shared that since there were no supporting documents for the gift, they could not fund it.

Commissioner Gomez also let the representatives know that the commissioner does not fund gift donations for clubs.

Commissioner Gomez seconded the motion.

All of the commissioners voted for the motion and it was approved.

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

Director Desamero asked to hear the emergency travel application for Omega Delta Sigma: Nevada Alpha

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

Director Desamero asked what the emergency travel funding would be used for.

The president stated that the funds would go towards covering the cost of airfare to a national conference for their fraternity. The conference lets them meet members from other chapters as well as learn about new fraternal bylaws

Director Desamero asked why this application was submitted as an emergency.

The representatives shared that they were told to submit the application as an emergency by their commissioner, but were unsure why. They then stated that receiving the funds earlier would be helpful because the price of flights would increase by the time of the next funding hearing.

Commissioner Gomez exclaimed that the current funding tier is not appropriate for their application. He then moved to relegate the application from the emergency travel tier to the early travel tier by unanimous consent.

There was no dissent to the motion and it passed.

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

Commissioner Hickman moved to approve the early travel application in the amount of \$505.06

Commissioner Raquel seconded the motion.

All of the commissioners voted for the motion and the application was approved.

Director Desamero thanked the representatives for coming and told them to speak to Coordinator Demato before leaving the meeting.

Director Desmaero asked to hear the emergency on-campus funding application for the Undergraduate behavior Analysis Club.

Two proxies were present and spoke on behalf of their organization. They sent their proxy emails to Assistant Director Bitar. Neither representatives were elected officials of ASUN.

Director Desamero asked what the emergency on campus funding would be used for

The proxies stated that they did not know this application was considered an emergency. They shared that they only meant to send in one application.

Director Desmaero let them know that their other application was identical to the one in the emergency funding tier. Desamero told them that this was most likely a mistake and then moved to hear their operations funding application.

The representatives exclaimed that the funding would go towards food for a recruitment event and pens/notepads for taking notes.

Commissioner Gomez reviewed the application and stated that there was nothing wrong with it.

Commissioner Gomez moved to approve the operations application in the amount of \$232

Commissioner Hickman seconded the motion and the commission voted in favor of the application. 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 CABNR Ambassadors.

Two proxies spoke on behalf of their organization and sent their proxy emails to Assistant Director Bitar. Neither of them were ASUN elected officials.

Director Desmaero asked what the funding would be used for.

The representatives stated that they would use the funding for t-shirts for the organization.

Commissioner Gomez reviewed the application and asked the representatives to properly format the shirts as line items in the future.

Commissioner Gomez moved to strike non-food item line 1, add non food item line 4 item name small shirts quantity 10 at a unit price of \$6, add non food item line 5 item name medium shirts quantity 9 at a unit price of \$6, add non food item line 6 item name large shirts quantity 9 at a unit price of \$6, add non food item line 7 item name X-Large shirts quantity 2 at a unit price of \$6, all by unanimous consent.

There was no dissent to the motion and it passed

Commissioner Gomez moved to approve the operations application at \$206.46

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

Director Desamero thanked the representatives from the CABNR Ambassadors and told them to speak with Coordinator Demato before leaving.

Director Desamero gave his report. He asked if any of the commissioners needed any legislation or questions brought to the senate table. None of the commissioners had anything that needed the senate's' approval.

Commissioner Raquel had no report.

Commissioner Hickman let the commission know that she was working on the club awards banquet. She also let them know that the SAS change would be on the Government Operations agenda next week. She then ended her report.

Commissioner Gomez shared that he met with 5 clubs after spring break. He also said that the intern program was going well and that their next meeting would be next week. He then ended his report.

Commissioner Adams let the commission know that the event he was planning with Diversity and Inclusion Department would not be happening due to lack of funding. He shared that he was still working on the diversity coalition, but was not getting any participation from club leaders. He decided to draft the aspects of the coalition and leave it in the legacy binder for the next commission. Adams also said that intern nominee Kristen had malaria and could not make the meeting. He then ended his report.

Director Desmaero passed the gavel to Assistant Director Bitar. He accepted the gavel.

Director Desamero left the room at 5:25pm

Assistant Director Bitar asked to hear the emergency funding application for the Sigma Kappa sorority.

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

Assistant Director Bitar asked what the funding was used for and why the application was filed as an emergency.

The representatives shared that they did not mean to file the application as an emergency. The funding would go towards purchasing flights for the Sigma Kappa National Convention. They said that they needed the funding as soon as possible as flight prices would increase closer to the travel date.

Assistant Director Bitar stated that they could relegate the application to the appropriate tier.

Commissioner Gomez moved to relegate the emergency travel application to the early travel funding tier by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel stated that Commissioner Fulmer reviewed the application but was not present to discuss it.

Commissioner Raquel moved to change line item 1 to item name Round-Trip Reno to Jacksonville by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the early travel application at \$1293.60

Commissioner Raquel seconded the motion and all of the commission voted in favor of the motion. It passed.

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

Desamero renters at 5:30

Assistant Director Bitar passed the gavel to Director Desamero. He accepted.

Director Desamero asked to hear the operations application for the Theta Tau fraternity.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards food for a recruitment event.

Commissioner Raquel reviewed the application and stated that a line item needed to be changed.

Commissioner Raquel moved to change line item 21 to a unit price of \$14.69 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to approve the operations application at \$504.74  
Commissioner Hickman 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 leaving.

Commissioner Gomez left the room at 5:33pm

Director Desmaero asked to hear the operations application for the Alpha Kappa Psi Fraternity

Two proxies were present and spoke on behalf of their organization. They both sent proxies email to Assistant Director Bitar and neither were ASUN officials.

Director Desamero asked what the funding would be used for.

The representatives stated that it would go towards their formal event at the end of the semester.

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

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

Commissioner Adams 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.

Commissioner Gomez entered the room at 5:36pm

Director Desamero asked to hear the operations application for the Book Worm Club

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards purchasing books for their club.

Commissioner Adams reviewed the application and told the representatives to make sure that their supporting documents match their application in the future. He also asked where the books would be stored.

The president stated that the books will be rotated between different members at all times.

Commissioner Adams asked the representatives why they could not just rent the books from the library.

The president said that each member would pitch their book at every meeting and then other members could decide if they want to read that book. Renting books continuously would make pitching books difficult. The club also plans to donate the books after their use

Commissioner Adams said that this was a great idea as Nevada has a literacy issue.

Commissioner Raquel stated that he loved the idea.

Commissioner Adams moved to approve the operations application in the amount of \$549.44

Commissioner Raquel 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 leaving the meeting.

Director Desamero asked to hear the operations application for ASCE Water Treatment Team

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

Director Desmaero asked what the funding would be used for.

The representatives stated that the funding would go towards their annual competition coming up in the near future.

Commissioner Adams reviewed the application and stated that in the future the representatives can place food items in the non-food item section if they do not plan to eat said items.

Commissioner Adams moved to approve the operations application at \$130.60

Commissioner Hickman seconded the motion and all of the commissioners 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 23<sup>rd</sup>, 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.

## **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 and Wes Fullmer
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
11. Funding Reference Page: Jared Desamero

### **iii. Year-Long Projects:**

1. Funding Tracker: Luke Bittar

2. Internship Program: Luke Bittar, Patrick Gomez, and Keenan Raquel
3. Sports Council: Keenan Raquel
4. Club Sports Manual Update: Keenan Raquel
5. Impact Report for Clubs and Orgs: Katie Hickman
6. Connect Service Clubs with Non-Profits: Brooke MacNeill
7. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
8. Club Resources Accountability and Policy Change: Jared Desamero
9. Department Marketing: Keenan Raquel
10. Budget Expansion Analysis: Katie Hickman and Jared Desamero
11. Processes Audit: Patrick Gomez
- iv. Department Initiatives:
  1. clubLead
  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.

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 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.

**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.

**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 30<sup>th</sup>, 2018
- b. February 2<sup>nd</sup>, 2018
- c. February 3<sup>rd</sup>, 2018
- d. February 13<sup>th</sup>, 2018
- e. February 20<sup>th</sup>, 2018
- f. February 25<sup>th</sup>, 2018
- g. February 27<sup>th</sup>, 2018
- h. March 1<sup>st</sup>, 2018
- i. March 7<sup>th</sup>, 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\***

There was no public comment at this time

**14. ADJOURNMENT**

The meeting was adjourned at 5:57pm

*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.*