

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, April 24th, 2018 at 7:30 PM

Joe Crowley Student Union, Rita Laden Senate Chambers, 3rd Floor

1. CALL MEETING TO ORDER

Director Desamero called the meeting of the Clubs and Organizations Department to order at 7:34 pm in the Rita Laden Senate Chambers on the 3rd floor of the Joe Crowley Student Union on April 24th, 2018. Presiding Secretary Zachary Jacoby.

2. ROLL CALL

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

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 II Club Support funding requests.

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	8:00 PM	UNR Model UN	Emergency: Travel	\$705.48		
	8:00 PM	Pre Vet Club	Emergency: On-Campus	\$223.68		
	8:00 PM	Society for Range Management-UNR Student Chapter	Emergency: Travel	866.00		

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

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
	8:00 PM	Nevada Advertising Club	Operations	\$133.30		

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.

A	8:00 PM	The Business Student Council	Operations	\$201.80		
	8:00 PM	AIGA UNR	Operations	\$850.54		
	8:00 PM	Diverse Organization of South Asia	Operations	\$55.00		
	8:00 PM	University of Nevada Rocketry Society	Operations	\$643.64		
B	8:30 PM	UNR Emergency Relief Association	Operations	\$143.59		
	8:30 PM	Magic TCG	Operations	\$567.96		
	8:30 PM	Photography Club	Operations	\$299.08		
	8:30 PM	Young Democrats of the University of Nevada, Reno	Operations	\$30.00		
	8:30 PM	Nevada Glee Club	Operations	\$636.61		
	8:30 PM	Kappa Delta Chi	Operations	\$1000.00		
	8:30 PM	Beta Beta Beta Biological Honor Society	Operations	\$374.78		
C	9:00 PM	UNR Student Chapter of The Wildlife Society	Operations	\$100.00		
	9:00 PM	Alpha Epsilon Delta	Operations	\$492.23		

iii. Action: The Commission will discuss and make decisions regarding the allocation of funds from the Department of Clubs and Orgs Budget

a. Sports Council (Sports Council Fair) - \$1000.00

Director Desamero asked to hear the funding application for the Pre Vet Club

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

Director Desamero asked what the funding would be used for.

The treasurer stated that the application was for promotional apparel for the club's members.

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

The representatives stated that they filed the application as an emergency by accident.

Commissioner Hickman moved to relegate the application to the operations tier by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman stated that she needed to make a few changes to the application.

Commissioner Hickman moved to add line item 4 with an item name of "Shirts Large" at a quantity of 4 at a unit price of \$6 and add line item 5 with an item name of "Shirts XL" at a quantity of 1 at a unit price of \$6 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the application in the amount of \$96

Commissioner Fullmer 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 funding application for the Society for Range Management-UNR Student Chapter.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards a 4 day camp ranging program that revolved around fire suppression.

Commissioner Hickman asked why this application was an emergency.

Commissioner Fullmer stated that he spoke with the representatives earlier this week and they told him that they did not know they could apply for travel funds. He stated that since they were unaware, he told them to put this application as an emergency.

Assistant Director Bittar asked if the representatives filled out the travel paperwork for this application.

The representatives said yes.

Commissioner Hickman moved to change non food item lines 2-5 to a quantity of 396 at a unit price of \$.272512 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to approve the application in the amount of \$529

Commissioner Hickman 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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the AIGA UNR Club

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards purchasing t-shirts with the ASUN logo on them so they could screen print their designs on them.

Commissioner Fullmer reviewed the application and stated that since the club provided them with a proof form the Wolf Shop, they could approve the application.

Assistant Director Bittar informed the representatives that they would only have about \$15 left in the account after this application.

The representatives stated that this was fine.

Commissioner Fullmer moved to approve the application in the amount of \$432

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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the Diverse Organization of South Asia

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards a fundraiser that would give at risk individuals in India hygienic supplies and would teach them textile skills.

Director Desamero stated that the club was placed on hold by Central Station and that they needed to pay off their debt to ASUN.

Commissioner Fullmer reviewed the application and shared that he needed to change a few line items.

Commissioner Fullmer moved to change food item line 14 to a quantity of 200 at a unit price of \$2, add food item line 8 with an item name of "Serrano Chili Peppers" at a quantity of 1.5 at a unit price of \$1.69, and change food item line 9 to a quantity of .5 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez stated that the price for cellophane wrap on the supporting documents did not exist and that the item could not be funded.

Commissioner Gomez moved to strike food item line 34 by unanimous consent.

There was no dissent to the motion and it passed.
Commissioner Gomez moved to approve the application in the amount of \$992.06.

Commissioner MacNeill 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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the University of Nevada Rocketry Society.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards purchasing fasteners and other materials for their competition rocket.

Commissioner Gomez reviewed and stated that the club had \$20 less than the full amount of their application. He asked if the representatives were fine with being funded the rest of their operations money.

The representatives stated that they were fine with this.

Commissioner Gomez moved to approve the application in the amount of \$623.52

Commissioner MacNeill 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 Damato before leaving the meeting.

Director Desamero moved to pass the gavel to Commissioner Gomez.

Commissioner Gomez accepted the gavel.

Director Desamero, Assistant Director Bittar, and Commissioner MacNeill left the room at 8:03 pm.

Commissioner Gomez asked to hear the funding application for the Business Student Council.

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

Commissioner Gomez asked what the funding would be used for.

The representatives stated that the funding would go towards providing lunch at their upcoming meeting which would also feature a keynote speaker.

Commissioner Raquel asked for the supporting documents from the organization to update the

spreadsheet.

Commissioner Hickman moved to change food item line 1 to an item name of “Taco Bar” at a quantity of 1 at a unit price of \$419.36 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez stated that since the club only had \$201.80 left in their account, the commissioner could only fund them for said amount.

Commissioner Fullmer moved to approve the application in the amount of \$201.80

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

Commissioner Gomez thanked the representatives for coming and told them to speak with Coordinator Damato before leaving the meeting.

Director Desamero, Assistant Director Bittar, and Commissioner MacNeill entered the room at 8:11 pm.

Commissioner Gomez moved to pass the gavel back to Director Desamero.

Director Desamero accepted the gavel.

Director Desamero asked to hear the funding application for the UNR Model UN Club.

The president and treasurer were present and spoke on behalf of their organization. One of the representatives was an ASUN official and was barred from speaking on behalf of the organization.

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go purchasing travel expenses for a leadership summit in Washington DC.

Commissioner Hickman reviewed the application and asked why it was an emergency.

The representatives stated that they placed the application as an emergency because they wanted to but the plane tickets as soon as possible.

Commissioner Hickman moved to strike food item line 3 by unanimous consent.

There was no dissent to the motion and it passed.

Assistant Director Bittar explained to the club that they have \$0 in their club account, but they could receive full funding for the application if they place it in the operations category.

The representatives stated that they wanted the full funding.

Commissioner Hickman moved to relegate the application to the operations tier by unanimous consent.

There was no dissent to the motion and it passed.

One of the representatives shared that she was graduating in the spring and asked if she could still receive funding for travel if the trip took place in summer.

Coordinator Damato advised against this stating that at the time of the trip the representative would no longer be an undergraduate student.

Commissioner Adams rebutted by sharing that since the student already paid the ASUN credit fees, she should receive funding for the application.

Commissioner Fullmer agreed.

Coordinator Damato asked if the representatives were fine with coming to the next meeting once the commission had more information on the subject at hand.

The representatives stated that they could attend the next funding meeting.

Director Desamero asked to hear the funding application for the UNR Emergency Relief Association.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards a charity event where students would make sandwiches for the homeless.

Commissioner Gomez reviewed the application and shared that it was good to be approved.

Commissioner Gomez moved to approve the application in the amount of \$120.49

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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the Magic TCG Club.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards buying booster boxes for their next event.

Commissioner Raquel asked how long the boxes would last for.

The representatives shared that they had a onetime use.

Commissioner Raquel moved to approve the application in the amount of \$567.96

Commissioner Hickman 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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the Photography Club.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards an outreach event that would bring in new members to the club.

Commissioner Raquel reviewed the application and shared the he needed to make changes,

Commissioner Raquel moved to change food item line 1 to a unit price of 109.99, strike nonfood item line 1, add nonfood item line 1 with an item name of "Shirts" 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 Raquel moved to approve the application in the amount of \$289.99.

Commissioner Hickman 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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the Nevada Glee Club.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards a PA system for performances and food items for an upcoming event.

Commissioner Adams reviewed the application and needed to make a change.

Commissioner Adams moved change nonfood item line 5 to a unit price of \$6 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez asked what the line item scrapbook covers was going to be used for.

The representative stated that it would be used as a gift for their graduating seniors.

Commissioner Gomez stated that the commission cannot fund this item as it is congratulatory in nature.

Commissioner Gomez moved to strike nonfood item line 3 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Adams moved to approve the application in the amount of \$618.67

Commissioner Hickman 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 Damato before leaving the meeting.

Director Desamero asked to hear the funding 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 funding would be used for.

The representatives stated that the funding would go towards catering for their upcoming formal event.

Commissioner Fullmer reviewed the application and shared that it was good to be approved.

Assistant Director Bittar noted that since there is a time lapse between Central Station and the commission, the application could not be funded in the full amount listed.

Commissioner Fullmer moved to approve the application in the amount of \$430.21

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 Damato before leaving the meeting.

Director Desamero asked to hear the funding application for the Beta Beta Beta Fraternity.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards purchasing materials for their upcoming carnations festival event.

Commissioner Adams reviewed the application and stated that it was ready to be approved.

Commissioner Adams moved to approve the application in the amount of \$374.78.

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 Damato before leaving the meeting.

Commissioner Gomez left the room at 8:52 pm.

Director Desamero asked to hear the funding application for the Alpha Epsilon Delta Organization.

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

Director Desamero asked what the funding would be used for.

The representatives stated that the funding would go towards purchasing a table cloth and shirts for members.

Commissioner MacNeill reviewed the application and stated that she needed to make changes.

Commissioner MacNeill moved to change non food item line 2 to a unit price of \$14.15 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner MacNeill moved to approve the application in the amount of \$486.

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 Damato before leaving the meeting.

Commissioner Gomez walked in the room at 8:56 pm.

Director Desamero asked to discuss sports council fair funding.

Commissioner Raquel stated that the funding for the sports council fair would go towards purchasing food and renting the grill for the event.

Commissioner MacNeill moved to approve the sports council fair funding in the amount of \$1000

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

passed.

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. Clubs and Orgs Bulletin Board: Keenan Raquel
 2. Mini-Club Fairs in Residence Halls: Keenan Raquel and Wes Fullmer
 3. New Club Workshop: Noah Adams
 4. Credit Card Machines: Patrick Gomez
 5. Transition Process: Noah Adams
 6. Unused Funding Outreach: Wes Fullmer
 7. Club Survey: Keenan Raquel
 8. Funding Reference Page: Jared Desamero
 9. iLead 2018- Wes Fullmer
 - 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. Budget Expansion Analysis: Katie Hickman, Wes Fullmer, and Jared Desamero
 9. Processes Audit: Patrick Gomez
 - iv. Department Initiatives:
 1. clubLead
 2. Club Retention Program
 3. CSF Outreach to Clubs

Director Desamero asked to discuss short term and yearlong projects for the year.

Commissioner Raquel shared that he needed to clean up the bulletin board and get rid of postings that were outdated.

Commissioner Adams stated that his last club workshop went well. He planned on having another workshop the first week of May.

Commissioner Fullmer shared that he reached out to clubs that have not used funding yet and encouraged them to attend one of the final meetings of the commission.

Assistant Director Bittar shared that he was making progress on the funding tracker and that he believes some of the funding caps that are in place are unnecessary.

Commissioner Gomez stated that the last meeting for the interns discussed professionalism as well as how to write a strong resume. He shared that since he was having trouble hearing back from school administrators, he planned to pass the credit card machine to his intern.

Commissioner Raquel stated that the last sports council meeting went well and that the Director of Marketing for the University attended the meeting.

Commissioner Gomez stated that since the processes audit project was indefinite he would create a legacy binder for the next commission to use.

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Desamero reported that he planned to do one on one meetings with commissioners in the next two weeks to discuss the past year for the commission. He also stated that he would be creating a legacy binder for the expansion analysis project so that the next commission could pick up where he left off. Lastly, he thanked the commission for such a great year of service and told them that they all did an amazing job.

7. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS

Assistant Director Bittar thanked the commission for their hard work this year and that he was excited to be the new Director for the department.

8. REPORT OF THE COMMISSIONERS

Commissioners Hickman, MacNeill, Gomez, and Adams had no report.

Commissioner Raquel stated that the club survey would end next week. He then ended his report.

Commissioner Fullmer stated that the inkblot promotional items were coming along and that he planned to put the finishing touches on the items in the next few weeks. He then ended his report.

9. APPROVAL OF MINUTES

- a. February 3rd, 2018
- b. February 13th, 2018
- c. February 20th, 2018
- d. February 25th, 2018
- e. February 27th, 2018
- f. March 13th, 2018
- g. April 3rd, 2018
- h. April 6th, 2018
- i. April 7th, 2018
- j. April 10th, 2018
- k. April 17th, 2018

10. REMARKS

There were no remarks at this time

11. STAFF REPORT(S)

Coordinator Damato had no report at this time.

12. PUBLIC COMMENT

There was no public comment at this time.

13. ADJOURNMENT

The meeting was adjourned at 9:36 pm.