

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, May 1st, 2018 at 7:30 PM

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

1. CALL MEETING TO ORDER

Director Bittar called the meeting of the Clubs and Organizations Department to order at 7:30 pm in room 323 of the Rita Laden Senate Chambers on May 1st, 2018. Presiding Secretary Zachary Jacoby.

2. ROLL CALL

Director Bittar, and Commissioners Adams, MacNeill, Hickman, Gomez, Fullmer, and Raquel 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 Operations funding requests

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	8:00 PM	Nevada Advertising Club	Operations	\$133.30		
	8:00 PM	Nevada Advertising Club	Operations	\$339.25		
	8:00 PM	UNR Model UN	Operations	\$1000.00		
	8:00 PM	Kappa Kappa Psi	Operations	\$129.44		
	8:00 PM	Kappa Kappa Psi	Operations	\$266.04		
	8:30 PM	Nevada Club Golf	Operations	\$690.00		
	8:30 PM	Sigma Alpha Iota	Operations	\$227.30		
	8:30 PM	Undergraduate Behavior Analysis Club	Operations	\$216.98		
	8:30 PM	American Nuclear Society	Operations	\$69.00		

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 Pennington Student Achievement Center, 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 Luke Bittar, Director of Clubs and Organizations, at directorco@asun.unr.edu or, Assistant Director of Clubs and Orgs, at fundingmanager@asun.unr.edu.

B	8:30 PM	Nevada Glee Club	Operations	\$25.98		
	8:30 PM	International Club	Operations	\$125.29		
	8:30 PM	NevadaTeach STEM	Operations	\$550.00		

Director Bittar asked to hear the funding application for the Sigma Alpha Iota Fraternity.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used for their upcoming retreat that would be open to all of their members.

Commissioner Raquel reviewed the application and stated that he needed to make a change.

Commissioner Raquel moved to change food item line 5 to a unit price of \$12.93 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 \$207.76.

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

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

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

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase plane tickets so that their members could attend a leadership summit this upcoming summer.

Commissioner Adams stated that this application was heard last week and that they did not approve it because one of the members was graduating and a dilemma arose around whether or not the student should receive funding.

Coordinator Demato stated that since the student would be graduating this summer, she could not receive funding to attend the summit as she would no longer be a student.

Commissioner Gomez moved to add a stipulation to the application that states that the club must provide a roster of the students who plan on attending the summit before they receive funding by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to relegate the application to the operations tier 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 \$1000.

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

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

Director Bittar asked to hear the funding applications for the Kappa Kappa Psi Fraternity.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding for their first application would be used to hold a reception with the Nevada Wind Ensemble.

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

Commissioner Fullmer moved to approve the funding application in the amount of \$129.44.

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

Director Bittar asked to hear the organization's second application.

The representatives stated that the second application would be used to fund their upcoming Dunk Tank fundraiser to help prepare for band camp.

Commissioner Gomez reviewed the application and stated that he needed to make a change.

Commissioner Gomez moved to add food item line 8 with an item name of "Water Bottle" at a quantity of 1 at a unit price of \$3.98 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 \$270.02.

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

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

Director Bittar asked to hear the funding applications for the Nevada Advertising Club.

Two proxies were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding for their first application would be used to purchase a banner for their upcoming events.

Commissioner Fullmer reviewed the application and stated that the club did send in a copy of the banner before hand and that the application was good.

Commissioner Fullmer moved to approve the operations application in the amount of \$133.30

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

Director Bittar asked to hear the organization's second application.

The representatives stated that the second application would be used to fund hats and stickers for the organization. These items would be used at recruitment events.

Commissioner Hickman reviewed the application and shared that since the items fall under apparel, the commission needed to discuss funding caps.

Commissioner Hickman moved to move food items 1-2 to the non-food items category by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel stated that a funding cap did not exist for these items and that the club just needed to go through the wolf shop.

Commissioner Fullmer stated that the application could be approved.

Commissioner Raquel disagreed and stated that the quantity for one of the line items needed to be changed to match the supporting documents.

Commissioner Raquel moved to change non food item line 2 to a quantity of 1 at a unit price of \$84 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 \$339.25.

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

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

Director Bittar asked to hear the funding application for the Nevada Golf Club.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding for their application would be used to purchase shirts and hats for their members.

Director Bittar noted that the club was currently on hold as they had a debt to pay off for Central Station.

The president stated that the club was hosting a fundraiser this week to pay off the debt.

Commissioner Gomez asked for a proof of the design from the representatives.

Commissioner Gomez moved to change non food items 1-2 to a unit price of \$10 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 \$540.

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

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

Director Bittar asked to hear the funding application for the Undergraduate Behavior Analysis Club.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding for their application would be used to host a career fair for members that were currently apart of the club.

Commissioner Raquel reviewed the application and stated that it was good to be approved.

Commissioner Raquel moved to approve the operations application in the amount of \$221.48

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

The representatives asked if they could have the items shipped to Walmart instead of the school.

Commissioner Fullmer stated that since the club did not have supporting documents for this request, the commission could not help them.

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

Director Bittar asked to hear the funding application for the International Club.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding for their application would be used to host a potluck in San Rafael Park.

Commissioner MacNeill reviewed the application and stated that the chicken drumsticks item needed to be changed.

Commissioner Gomez moved to change food item line 3 to a quantity of 3 at a unit price of \$6.69 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 \$124.42.

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

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

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

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding for their application would be used to purchase a plastic tub to hold items for the club.

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

Commissioner Adams moved to approve the operations application in the amount of \$25.98

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

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

Director Bittar asked to hear the funding application for the American Nuclear Society.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase a pizza and drinks for an upcoming recruitment meeting.

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

Commissioner Adams moved to approve the operations application in the amount of \$69.00

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

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

Director Bittar asked to hear the funding application for the Nevada TeachStem Organization.

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

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to have a taco bar at one of their upcoming recruitment meetings.

Commissioner Fullmer reviewed the application and shared that he need to make a few changes.

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

There was no dissent to the motion and it passed.

Commissioner Fullmer moved to change non food item line 1 to a quantity of 1 at a unit price of \$62.72 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to change the quantity of food item line 1 to 35 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Fullmer moved to approve the operations application at \$480.99

Commissioner Gomez seconded the motion.

Commissioner Adams asked why the gratuity was lowered on the application.

Commissioner Fullmer stated that he made this change to match the supporting documents.

Commissioner MacNeill stated that the commission could just fund the discounts for the club.

Commissioner Adams shared that the club can just remit the funds they don't use from the discounts.

All of the commissioner voted for the motion and 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. Credit Card Machines: Patrick Gomez
 4. Transition Process: Noah Adams
 5. Unused Funding Outreach: Wes Fullmer
 6. Club Survey: Keenan Raquel
 7. 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. Impact Report for Clubs and Orgs: Katie Hickman
 5. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
 6. Processes Audit: Patrick Gomez
 - iv. Department Initiatives:
 1. clubLead
 2. Club Retention Program
 3. CSF Outreach to Clubs

There were no short terms projects to be discussed at this time.

Director Bittar asked to discuss year long projects for the commission.

Commissioner Adams stated that he created a legacy binder for all of his yearlong projects.

Commissioner Gomez stated that the last intern meeting would take place tomorrow and that all of the commissioners should go.

Director Bittar told the commission that they should finish their current projects or create a legacy binder for the next commission.

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Bittar reported that the last meeting for the commission would take place on May 8th. He shared that it would be a short meeting and that there were not that many applications. He also stated that he would be holding a training for the new commissioners and that the current commissioners should attend. He then ended his report.

7. REPORT OF THE COMMISSIONERS

Commissioner Raquel reported that the sports carnival went well, however he undershot the amount of people who were planning on showing up for the event. He shared that he was almost finished with the bulletin board and club survey projects as well. He then ended his report.

Commissioner Hickman stated that she was working with Inkblot for the next club fair. She then ended her report.

Commissioners Gomez, MacNeill, and Adams stated that they created legacy binders for their projects and that they would send them to Director Bittar.

Commissioner MacNeill moved to approve the minutes for April 10th, March 13th, and February 25th.

Commissioner Adams, Gomez, Raquel, MacNeill, and Hickman voted to approve the minutes.

Commissioner Fullmer abstained.

8. APPROVAL OF MINUTES

- a. February 3rd, 2018
- b. February 25th, 2018
- c. February 27th, 2018
- d. March 13th, 2018
- e. April 6th, 2018
- f. April 10th, 2018
- g. April 17th, 2018
- h. April 24th, 2018

9. REMARKS

There were no remarks at this time.

10. STAFF REPORT(S)

Coordinator Damato had no report at this time.

11. PUBLIC COMMENT

There was no public comment at this time.

12. ADJOURNMENT

The meeting was adjourned at 8:36pm.