

Clubs and Organizations Commission

Department of Clubs and Organizations

Agenda for Friday, November 30th, 2018 at 8:00 AM

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

1. CALL MEETING TO ORDER

Director Bittar called the meeting on Clubs and Organizations to order on Friday, November 30, 2018 at 8:07 am in the Rita Laden Senate Chambers on the 3rd Floor of the Joe Crowley Student Union. Presiding Secretary, Morgan Zimmerman.

2. ROLL CALL

Director Bittar, Assistant Director Hickman, Commissioners Fiore, Fullmer, Keegan, Raquel, Setnan and Young were present.

A quorum was present.

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 AM	Nerf UNR	Operations	\$795.96	Operations	\$795.96
	8:00 AM	HDFS Club	Operations	\$96.00	x	x
	8:00 AM	HDFS Club	Operations	\$43.80	x	x
	8:00 AM	American Institute of Aeronautics and Astronautics	Operations	\$296.20	Operations	\$296.20
	8:00 AM	Black Student Organization	Operations	\$500.00	Operations	\$125.51
	8:00 AM	Musical Therapy Club	Operations	\$1398.00	Operations	\$863.94
	8:00	Ping Pong Club	Operations	\$492.22	Operation	\$490.92

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 Katherine Hickman, Assistant Director of Clubs and Organizations, at assistantdirectorco@asun.unr.edu.

	AM				s	
B	8:30 AM	Nevada Rodeo Club	Operations	\$1000.00	x	x
	8:30 AM	United Nations Association	Operations	\$402.30	Operations	\$52.30
	8:30 AM	Wolf Pack Vets	Operations	\$227.08	Operations	\$203.50
	8:30 AM	Nevada Advertising Club	Operations	\$56.00	Operations	\$56.00
	8:30 AM	Magic TCG	Operations	\$298.99	Operations	\$298.99

Nerf UNR sent their president and treasurer; they are not asun officials. They submitted a request for basic club supplies.

Assistant Director Hickman left the room at 8:08am

Commissioner Fiore said everything looks good and the spreadsheet matches all of the supporting documents.

Commissioner Fiore moved to approve Nerf UNR's operations application in the amount of \$795.96.

Commissioner Setnan seconded.

Commissioner Fullmer mentioned the price on one of the items and asked how long will they are expected to last.

Nerf UNR said they are supposed to last indefinitely, they don't really know.

Commissioner Fullmer said in that case they have a cap on capital items, any items that last up to 3 years and are over \$100.00 are considered capital items.

Commissioner Raquel said that it is a pack of 10. So, it is not one single item.

Director Bittar said they're good.

Motion Carried

American Institute of Aeronautics and Astronautics sent their president and treasurer; they are not ASUN officials. Their request is for a drone starter kit, this will be to build a drone and get used to it.

Assistant Director Hickman entered the room at 8:10am

Commissioner Fiore said she is looking at supporting documents, and asked what exactly the kit was and how long it was expected to last.

American Institute of Aeronautics and Astronautic said the kit included difference pieces to build the drone, they could get items individually but it would end up being more expensive.

Commissioner Fiore confirmed that it is sold as a kit and it builds one item, asked how long it will last.

American Institute of Aeronautics and Astronautics said yes, and they are giving it to new members, they expect that it will crash it and it will break.

Commissioner Fiore asked confirmed that it wouldn't last longer than one year.

American Institute of Aeronautics and Astronautics confirmed with certainty.

Commissioner Fiore said that capital expenditures are up to three years so it fits within the requirements.

Commissioner Fiore move to approve American Institute of Aeronautics and Astronautics operations application in the amount of \$296.20.

Commissioner Keegan seconded.

Motion Carried.

Black Student Organization sent their vice president and treasurer; they are not ASUN officials. Their request is for tshirts for the fall semester.

Commissioner Raquel said on the supporting documentation it shows two emails from two different places.

Black Student Organization said that was to prove they went through the wolf shop first, textbook brokers gave them a better deal.

Commissioner Raquel said he will just have to change some of the prices on the spreadsheet.

Commissioner Raquel moved to change nonfood items 1-5 to a unit price of \$2.51 by unanimous consent.

There was no dissent; motion carried.

Commissioner Raquel said before they could access the funds they would have to show the final design, asked if they had that prepared.

Black Student Organization said they do not.

Commissioner Raquel said he would have to add a stipulation to their application stating that before the funds were accessed they would have to submit proof of their design.

Commissioner Raquel moved to add stipulation that Black Student Organization provides proof of design with ASUN logo on the tshirt by unanimous consent.

There was no dissent; motion carried.

Commissioner Raquel moved to approve Black Student Organization's operations application in the amount of \$125.51.

Commissioner Keegan seconded.

Motion Carried.

Musical Therapy Club sent their vice president and treasurer, they are not ASUN officials. They submitted a request for t-shirt's for \$1,300 they are hoping to use operations to cover part of the cost.

Commissioner Keegan reviewed the application and everything looks good, the design and logo are there, confirmed that the tshirts would be screen printed.

Musical Therapy Club said yes.

Commissioner Keegan asked if they would be going through the wolfshop.

Musical Therapy Club said they would be going through custom ink, they added the wolfshop email proving it would be more expensive through them.

Commissioner Keegan said the unit price is \$9.32, there is a tshirt cap of \$6.00 so he has to change it.

Commissioner Keegan moved to change nonfood line item 1 to a unit price of \$6.00 by unanimous consent.

There was no dissent; motion carried.

Commissioner Keegan said everything else looks good.

Assistant Director Hickman said they can approve up to \$767.70.

Director Bittar confirmed they never purchased anything with the other amount they were approved for.

Musical Therapy Club said no.

Assistant Director Hickman adjusted the amount to 863.94.

Commissioner Keegan moved to approve f Musical Therapy Club's operations application in the amount of \$863.94.

Commissioner Setnan seconded.

Motion Carried.

Ping Pong Club sent their treasurer and president; they are not ASUN officials. Their request was adjusted based on a request they made a couple weeks ago, they took of the blades that are not expected to break because they could not be approved last time, and added cleaner, cases and ping pong balls, as well as a flag and banner for club fair.

Commissioner Raquel reviewed the application and asked if the flag is a flag or table banner.

Ping Pong Club said it is meant to go on a table, they are not sure what the difference is.

Commissioner Raquel said they must provide the design for banner, they will have to include ASUN logo on the banner.

Ping Pong Club said they are printing it on satin cloth, and there is an issue with grommets. They emailed someone and they are not sure who.

Commissioner Raquel asked how much would it cost to add grommets.

Ping Pong Club said only a couple of dollars, they are planning on paying for it out of pocket so they can turn it into a flag.

Commissioner Raquel said he would have stipulation that they provide a example of the logo and design for the table banner.

Ping Pong Club said it is the same logo as on the tshirts.

Commissioner Raquel said that okay they will just have to provide the mock up with your logo and ASUN logo.

Commissioner Raquel moved to add a stipulation that Ping Pong Club provides design with ASUN logo before receiving access to funds by unanimous consent.
There was no dissent; motion carried.

Commissioner Raquel asked about the price on the spreadsheet.

Ping Pong Club said that was for two.

Commissioner Raquel confirmed they wanted two table banners/flags.

Ping Pong Club said yes, in case one is lost or damaged.

Commissioner Raquel moved to approve Ping Pong Club's operations application in the amount of \$492.92.

Commissioner Keegan seconded

Commissioner Raquel retracted his motion.

Commissioner Raquel moved to approve Ping Pong Club's operations application in the amount of \$490.42.

Commissioner Keegan seconded.

Motion carried.

Ping Pong Club said they have a question, they are trying to get the tshirts through wolfshop but there are issues with club logos, how long will that take to be sorted out.

Director Bittar asked they are reviewing logos.

Ping Pong Club said yes to get them approved.

Director Bittar said he did not know, he recommends asking Assistant Director Green.

United Nations Association sent their treasurer and secretary; they are not ASUN officials. Their

request is to support an event they are having this Tuesday, it is open to everyone and is essentially a human rights panel discussion. Ideally, they want to have food to attract more people in.

Commissioner Raquel said he emailed asking about food pricing.

United Nations Association said their president had the quote and said she emailed it over.

Commissioner Raquel said that because they do not have proof, and the president never emailed the quote, they will have to strike that item.

Commissioner Raquel moved to strike line item 2 from the spreadsheet.

Commissioner Raquel moved to approve United Nations Association's operations application in the amount \$52.30.

Commissioner Young seconded.

Motion carried.

Wolf Pack Vets sent their treasurer and president; they are not ASUN officials. Their request is for their end of semester party.

Commissioner Setnan reviewed the application and asked about the deposit.

Wolf Pack Vets said they paid the \$175.00 deposit out of their club account and they are asking for the rest through ASUN.

Commissioner Setnan said there is a cap on pizza set at \$10.00 per pizza.

Wolf Pack Vets asked how much they had listed on the spreadsheet.

Commissioner Setnan said the pizza's were priced at \$14.00 and \$19.00.

Wolf Pack Vets said okay.

Commissioner Setnan moved to change food items 1-4 to a unit price of \$10.00, by unanimous consent.

There was no dissent; motion carried.

Wolf Pack Vets asked if the tip can be added.

Commissioner Setnan said yes, up to 20%.

Wolf Pack Vets asked what their balance was.

Director Bittar confirmed they received funding at the first funding hearing.

Wolf Pack Vets confirmed, for the tailgate.

Director Bittar said it was split up with the other club, right.

Wolf Pack Vets confirmed.

Commissioner Setnan moved to approve Wolf Pack Vet's operations application in the amount of \$378.50.

Commissioner Keegan seconded.

Commissioner Fullmer said the amount must change because of the deposit.

Director Bittar asked if the amount included the deposit.

Wolf Pack Vets said it sounds like it.

Motion failed.

Commissioner Fullmer moved to add line item 3: Deposit, quantity 1, unit price \$-175.00, by unanimous consent.

There was no dissent; motion carried.

Commissioner Fullmer moved to approve Wolf Pack Vets operations application in the amount of \$203.50.

Commissioner Setnan seconded.

Motion carried.

Nevada Advertising Club sent a proxy and treasurer; they are not ASUN officials. They are inviting students for a guest speaker.

Commissioner Young reviewed the application and said it looked good, asked if all students were invited.

Nevada Advertising Club said yes.

Commissioner Young moved to approve Nevada Advertising Club's operations application in the amount of \$56.00.

Commissioner Keegan seconded.

Motion carried.

Magic TCG sent their president and a proxy; they are not ASUN officials. Their funding request is for booster boxers to do draft to encourage current members to stay longer.

Commissioner Young asked how long these were supposed to last.

Magic TCG said they don't last.

Commissioner Young confirmed they are done after one meeting.

Magic TCG said yes.

Commissioner Young said they could only have recruitment events per semester.

Director Bittar said they could have as many recruitment events as they wanted, but they could only have fund food for three.

Commissioner Young apologized and said the application looks good.

Commissioner Young moved to approach Magic TCG's operations application in the amount of \$298.99.

Commissioner Fullmer seconded.

Motion carried.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Bittar said renewal season is technically over, so the clubs that did not complete the renewal process will become inactive. The work doesn't stop there, asked the commissioners to please continue to reach out to clubs. He has just been conducting interviews, as Assistant Director Hickman is leaving and he is hoping to get someone hired soon.

6. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGANIZATIONS

Assistant Director Hickman said she doesn't have anything important, this her last meeting. Wednesday at 7:30pm is the intern meeting and end of semester party in Presidents Conference Room.

7. REPORT OF THE COMMISSIONERS

- i. Megan Fiore, Greek Life / Social & Political Involvement
She had a meeting with Geoff yesterday about her council meeting, they came up with a couple different things. Ryan is going to different chapter meetings to encourage understanding of Clubs and Orgs. It would be great to have senate members come to the meeting to chat about what senate does and the opportunities to be aware of.
- ii. Wes Fullmer, Campus Life / Multicultural & Diversity
His coalition meeting is on the 14th at 2pm, in the graduate student lounge. Himself and his intern are working on a few different things. They are tackling the policy manual, and are looking for suggested edits and areas where they could be better.
- iii. Connor Keegan, Faith Based / Service & Community Outreach
He is emailing a couple of Clubs that have reached out through email about recognition process, asked if they could continue where they left off or if they have to start over.

Director Bittar said they continue where left off.

Commissioner Keegan said end of report.

- iv. Keenan Raquel, Pre-Professional and Academic: Science & Engineering
His first council meeting is today at 11:00am in the Senate Chambers. Everyone is more than welcome to come. Tri Beta will be coming in to speak and to give information about being involved in clubs on campus. Posters and handbills for his event are in progress, he is working with programing which he expects to be great.

Director Bittar says he suggests setting up a meeting with programming to discuss how that will best work. It sounds like a really cool event, and should be more fun and interactive.

Commissioner Raquel said once it gets closer to January, please keep an eye out.

Director Bittar said the Chief of Staff emailed preferences for spring retreat. Everyone is expected to be there, let him know in advance if they can not be there.

v. Thomas Setnan, Sports and Recreation

The Sports Council meeting will be December 7 at 11:45am. At the last one they were told to focus on bringing issue and problems they are having to the table. So, their focus over winter break will on that. He had an idea for community service, he wants to talk to Connor about doing a blanket drive and go as a group downtown where it is safe and hand out blankets.

Director Bittar said he thinks that is a great idea and they should work on organizing that.

vi. James Young, Pre-Professional and Academic: Arts, Business, & Education

He is working on a funding cheat sheet, and is going to have inkblot print copies to go out to everyone. He is thinking it will be around two pages back and front, so it will be 4 page document, asked if that is okay.

Director Bittar said that is fine.

Commissioner Young said he is meeting with Raul about a potential WebCampus course.

Assistant Director Green said that WebCampus is made for all of them. The Commissioners should be managing that and it is not Raul's job.

Director Bittar asked what that entails.

Commissioner Young said it is a WebCampus discussion open to all Clubs and Organizations.

Assistant Director Green said it is very similar to your class, you can post documents and discussion like in your classes.

Commissioner Young said his meeting is happening today at 12pm. He ran into a setback with the newsletter and has decided to note on campus events, so they will be pulled from funding hearings. All events from the last hearing will be prior to February. The introduction to the newsletter will be something short, March will start looking through and get those events going. Him and Maggie are working on an art fair, which should be fun. Wes, the graduate student lounge did not have tv's for his meeting, make sure there are tvs before his meeting because he had to scramble to find some.

8. APPROVAL OF MINUTES

- a. November 9, 2018
- b. November 10, 2018
- c. November 16, 2018

The minutes were unavailable at this time.

9. REMARKS

Assistant Director Hickman thanked everyone for being so great.

Commissioner Fullmer moved to recess until 8:47am by unanimous consent.
There was no dissent; motion carried.

10. PUBLIC COMMENT

Assistant Director Green said Taylor is coming into work to finish going through the master list to confirm clubs who are not fully recognized. If they originally submitted the paperwork they can come back and add things. If not, they will move to fully inactive.

Director Bittar asked if there would be another giftpulse check before becoming completely inactive.

Assistant Director Green said there was a check the Monday he got back from Thanksgiving.

If they weren't at 10 by that date they will be inactive. He has not made any inactive yet, he skipped over those who are only missing membership, and did not touch them.

11. ADJOURNMENT

Director Bittar passed the gavel to Assistant Director Hickman.

Assistant Director Hickman adjourned the meeting at 8:52am.

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.