

### 9.19.25 Minutes

**Director Hess:** Okay guys, we're gonna get started. I call this meeting of the Department of Clubs and Organizations to order on Friday, September 19th at 10:00 a.m. in JCSU 324. We will now move into **agenda item two**, roll call. I'll be taking roll today, we don't have a secretary.

**Director Hess:** Present

**Assistant Director O'Brien:** Present

**Assistant Director Gibson:** Present

**Commissioner Drapacz:** Present

**Commissioner Purcell:** Present

**Commissioner Hofer-Phillips:** Present

**Commissioner Nepa:** Present

**Commissioner Coleman:** Present

**Commissioner Pelletti:** Present

**Commissioner Gomez:** Present

**Commissioner Pfannes:** Absent, excused

Quorum is present.

**Director Hess:** We will now move into **agenda item three**, public comment. Is there any public comment at this time?

**Natalia Rasmussen:** Yes. Good morning. For the record, my name is Natalia Rasmussen, I work in the accounting office. I have a few purchasing reminders before we begin. Only clubs that have completed the ASUN renewal or registration process can receive club funding. Please ensure this process is complete before submitting a P-Card request if your funding request is approved.

Once your funding request is approved, ensure that your ASUN club account has the necessary funds before submitting any travel, Amazon, or credit card requests. After meeting all funding requirements and receiving approval, submit your purchasing card or Amazon request form on PackLife, located under your organization's page in the forms section. Please allow 48 business hours for the Accounting Office and the Center for Student Engagement to update your purchasing card information after submitting the request.

Approved funds are available for use for 30 days from the date of approval. Please ensure that you submit your complete request at least 30 days before travel, allowing our business office sufficient time to approve it. You must get full approval before making any travel purchases such as airfare or conference registrations. When using the university purchasing card, please submit your itemized receipt within 24 hours of checking out the P-Card. Ensure that your receipt does not include tax, as donations and tips are capped at 20%. If you have any questions, please don't hesitate to contact the accounting office. Thank you.

**Director Hess:** Is there any other public comment at this time? Seeing none, we'll now move into agenda item four, Policies, Procedures, and Administrative Actions. The Commission will now hear the following

club support funding requests. We'll move into our first club, Orvis Student Nurses Association. Are you guys here? Perfect. Please state your names and positions for the record.

**Orvis Representative:** We're just requesting funds for graduation regalia. We have our graduation ceremony in December, so we're requesting funds to purchase stoles, cords, and MSNA forms.

**Director Hess:** Perfect. Who reviewed this request?

**Commissioner Patel:** I did. I just want to make you aware that out of the \$1,000 you get in operations, you're spending \$911. Is that okay, or would you like to move it to on-campus and keep your operations funds?

**Orvis Representative:** We'll do the \$911.

**Commissioner Patel:** Okay, everything looks good. I move to approve Orbis Student Nurses Association's operations application in the amount of **\$911.35**.

**Commissioner Nepa:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye*. Opposed? Abstentions? Motion carries. You're all set.

**Director Hess:** We will now move into Wolfpack Miracle Network. Please state your names and positions for the record.

**Cate Bakey:** Cate Bakey, President.

**Eli:** I'm Eli, Vice President of External.

**Director Hess:** Perfect. Are either of you ASUN elected or appointed officials?

**Both:** No.

**Wolfpack Miracle Network:** We're requesting funding for our November event in the JCSU Ballrooms, to pay staffing costs. The total was **\$544**.

**Commissioner Hoefler-Phillips:** Thank you for submitting those funds into your account. I move to approve Wolfpack Miracle Network's on-campus application in the amount of **\$270.00**.

**Commissioner Patel:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye*. Motion carries. You're all set.

**Director Hess:** We will now move into Hiking Club. Please state your names and positions for the record.

**Jackson:** I'm Jackson, President.

**Emma De La Torre:** I'm Emma De La Torre, Treasurer.

**Director Hess:** Perfect. Are either of you ASUN elected or appointed officials?

**Both:** No.

**Emma De La Torre:** We're requesting **\$223.07** for our officer tie-dye event.

**Commissioner Drapacz:** I reviewed this. Everything looks good, I just move to change non-food line item 11 to a unit price of **\$14.15** by unanimous consent. Motion carries. I move to approve Hiking Club's operations application in the amount of **\$223.07**.

**Commissioner Patel:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye*. Motion carries. You're all set.

**Director Hess:** We will now move into Nevada Club Golf. Please state your name and position for the record.

**Cole Wagner:** I'm Cole Wagner, President.

**Director Hess:** Perfect. Are you ASUN elected or appointed?

**Cole Wagner:** No.

**Cole Wagner:** We're requesting green fees for 20 students to play at our CRS tournament.

**Commissioner Dropach:** I reviewed this. Everything's perfect. I move to approve Nevada Club Golf's travel application in the amount of **\$732.00**.

**Commissioner Patel:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye*. Motion carries. You're all set.

**Director Hess:** We will now move into the Society of Women Engineers. Please state your names and positions for the record.

**Allison Phillips:** I'm Allison Phillips, Treasurer.

**President:** I'm the President.

**Director Hess:** Perfect. Are either of you ASUN elected or appointed officials?

**Both:** No.

**Society of Women Engineers:** We're having a professional development meeting on interviews and elevator pitches.

**Commissioner Paletti:** I reviewed this. I move to reclassify Society of Women Engineers' operations application to an on-campus application by unanimous consent. Motion carries. I move to approve their on-campus application in the amount of **\$55.94**.

**Commissioner Gomez:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye*. Motion carries. You're all set.

**Director Hess:** We'll now move into UNR Sweet Treats Club. Please state your names and positions for the record.

**Florence:** I'm Florence, Vice President.

**Janine Capps:** I'm Janine Capps, Treasurer.

**Director Hess:** Are either of you ASUN elected or appointed officials?

**Both:** No.

**Sweet Treats Club:** We're requesting funding for supplies for our upcoming meeting.

**Commissioner Gomez:** I reviewed this. Everything looked good, so I move to approve UNR Sweet Treats Club's operations application in the amount of **\$120.41**.

**Commissioner Nepa:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye*. Motion carries. You're all set.

**Director Hess:** We will now move into the Interfraternity Council. Please state your names and positions for the record.

**Tyler Morrison:** I'm Tyler Morrison, Vice President.

**Haley LaBriega:** I'm Haley LaBriega, Vice President.

**Director Hess:** Are either of you ASUN elected or appointed officials?

**Both:** Yes.

**Interfraternity Council:** We are requesting **\$1,000** to go toward our next meeting.

**Commissioner Nepa:** I reviewed this. I move to strike non-food line items 1 and 3 by unanimous consent. Motion carries. I also move to add a stipulation that IFC deposit sufficient funds into their account balance before accessing ASUN funds by unanimous consent. Motion carries. I move to approve Interfraternity Council's operations application in the amount of **\$1,000.00**.

**Commissioner Hofer-Phillips:** Second.

**Director Hess:** Any discussion? Seeing none, all those in favor say aye. *Aye.* Motion carries. You're all set.

**Director Hess:** Finally, we'll move into Management and Human Resources Association. Are you guys here? No. What club are you here for?

**Attendee:** We're here for UNR Hawaii Club. We submitted the form yesterday but it wasn't approved yet.

**Director Hess:** Okay, you'll be on the agenda next week once that request processes.

**Director Hess:** Seeing no more clubs, we'll now move into **agenda item five**, Report of the Director. Hi guys. I hope you had a good week. Cora, Nola, and I have begun planning iLead, which will take place Saturday, October 4th. Each of you will be paired with a partner to prepare a 15-minute presentation on topics like funding, hazing, PackLife requests, and fundraising.

I want to emphasize the importance of doing your job completely and accurately. That means responding to emails in a timely manner and reviewing funding applications carefully according to policy. Not completing these applications correctly creates more work for me, Nola, and the accounting office. This position was competitive, and I expect you to perform to a high standard. Repeat issues will result in a one-on-one meeting with me, Nola, and Cora. We'll also go over more training today, so please ask questions if you're unsure.

We'll now move into **agenda item six** the report of the Assistant Directors.

**Assistant Director O'Brien:** No report.

**Assistant Director Gibson:** We're going to have another social this Sunday—we'll play Uno and maybe have some food. I'd love for you guys to come, especially Kris, since he missed the last one, and Genna, the intern, since she couldn't make it either.

**Director Hess:** Any questions for Assistant Director Gibson? Seeing none, we'll move into agenda item seven, report of the commissioners. Any reports? None.

We'll now move into **agenda item eight**, approval of minutes. There are no minutes to approve.

**Agenda item nine**, remarks. Any remarks? None.

**Agenda item ten**, public comment. Any public comment? None.

**Agenda item eleven**, adjournment. I adjourn this meeting at 10:13 a.m. Thank you.