

Clubs and Organizations Commission

Department of Clubs and Organizations
Agenda for Friday, October 10, 2025, at 10:00 AM
In-Person: JCSU Room 324
[<https://unr.zoom.us/s/82312386823>]

1. CALL MEETING TO ORDER

Director Hess called the meeting to order on Friday, October 10th at 10:03 am via room 324, 3rd floor at the Joe Crowley Student Union and on Zoom.

2. ROLL CALL (INFORMATION ONLY)

Present: Director Hess, Assistant Director Gibson, Assistant Director O'Brien, Commissioner Patel, Commissioner Hoefer-Phillips, Commissioner Nepa, Commissioner Coleman, Commissioner Pelletti, Commissioner Gomez, Commissioner Pfannes

Absence Excused: Commissioner Drapacz

A quorum was present.

3. PUBLIC COMMENT (INFORMATION ONLY)

Natalia Rasmussen: Gave purchasing reminders. Only those who have completed the ASUN renewable registration process can receive club funding at this time. Once funding request is approved, make sure ASUN club account has a necessary fund. Allow 48 business hours for the accounting office and the Center for Student Engagement to update purchasing card information. Submit request at least 30 days before shopping.

Zyna Navarte: Social Justice Packets to let students know about local and national problems.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS (FOR POSSIBLE ACTION)

- 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 Club Support funding requests

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
	10:00 AM	Sigma Alpha Epsilon (Absent)	Operations	\$1807.32	-	-
	10:00 AM	UNR Running Club	Operations	\$98.36	On campus	\$98.36

A	10:00 AM	Men's Ultimate Frisbee	On Campus	\$150.00	Travel	\$150.00
	10:00 AM	American Institute of Chemical Engineers (Absent)	On Campus	\$84.00	-	-
	10:00 AM	Nevada Scholars of Tomorrow	On Campus	\$30.00	-	-
	10:00 AM	Association for Computing Machinery (Absent)	On Campus	\$253.61	-	-
	10:00 AM	UNR Digital Art	Operations	\$116.91	Operations	\$116.91

	10:00 AM	UNR Digital Art	Operations	\$112.16	Operations	\$112.16
	10:00 AM	Lettuce Club	Operations	\$119.15	Operations	\$119.15
	10:00 AM	Lettuce Club	On Campus	\$22.11	On Campus	\$22.11
	10:00 AM	UNR American Medical Women's Association	Community Service	\$42.80	Community Service	\$42.80

	10:00 AM	Nevada Men's Soccer	Operations	\$277.49	Operations	\$277.49
	10:00 AM	Nu Alpha Kappa	On Campus	\$405.49	On campus	\$203.99
B	10:15 AM	UNR Running Club	On Campus	\$79.47	On campus	\$39.73
	10:15 AM	Wolf Pack Veterans	On Campus	\$48.93	-	-
	10:15 AM	Men's Ultimate Frisbee	On Campus	\$400.00	Travel	\$400
	10:15 AM	Phi Alpha Delta Law Fraternity	Operations	\$350.00	Operations	\$350.00
	10:15 AM	UNR Audio Engineering Club	Operations	\$415.25	On campus	\$142.98

	10:15 AM	UNR Audio Engineering Club	Operations	\$178.95	Operations	\$178.95
	10:15 AM	Nevada Spikeball	Operations	\$449.94	Operations	\$449.94

	10:15 AM	Nevada Student Investment Organization	Travel	\$1400.00	Travel	\$414.88
	10:15 AM	Nevada Circle K	Travel	\$1800.00	Travel	\$900
	10:15 AM	Alpha Phi Omega	Operations	\$640.00	Travel	\$320
	10:15 AM	Nevada Spikeball	Travel	\$3976.72	Travel	\$3,976.72
	10:15 AM	A.B.L.E Women	On Campus	\$29.91	On Campus	\$15.06
	10:15 AM	A.B.L.E Women	On Campus	\$213.92	On Campus	\$213.92
C	10:30 AM	Nevada Women's Ultimate Frisbee	Travel	\$400.00	Travel	\$400.00
	10:30 AM	Nevada Women's Ultimate Frisbee	Travel	\$400.00	Travel	\$400.00
	10:30 AM	Honors College Student Council	Operations	\$258.97	Operations	\$119.60

	10:30 AM	Alpha Phi Omega	Travel	\$1234.00	Travel	\$617
	10:30 AM	Delta Gamma	On Campus	\$126.74	On Campus	\$126.74

	10:30 AM	Nu Alpha Kappa	Operations	\$1000.00	Operations	\$1,000
	10:30 AM	Management and HR Association	Operations	\$191.00	On Campus	\$95.50
	10:30 AM	UNR Wrestling Club	Operations	\$1000.00	Operations	\$1,000.00
	10:30 AM	UNR Mathematics Club	On Campus	\$63.54	On Campus	\$33.70
	10:30 AM	Delta Delta Delta	On Campus	\$500.00	On Campus	\$490
	10:30 AM	Undergraduate Student Social Work Association	Community Service	\$315.85	Community Service	\$315.85
	10:30 AM	Minority Association of Pre-Medical Students (Absent)	Operations	\$160.00	-	-
	10:30 AM	UNR Gray for Glioblastoma	Operations	\$380.00	On Campus	\$142.50
D	10:45 AM	UNR Spanish Club	On Campus	\$78.62	On Campus	\$39.50
	10:45 AM	Sigma Omega Nu	On Campus	\$62.47	On Campus	\$31.23
	10:45 AM	Sigma Omega Nu	Travel	\$308.72	Travel	\$154.36

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS (INFORMATION ONLY)

- a. The Director of Clubs and Organizations, Madison Hess, will give her report.
 - i. General updates from the Director regarding the Department.
 - ii. Communications from the President, the Senate, and other officers of ASUN.

6. REPORT OF THE ASSISTANT DIRECTORS OF CLUBS AND ORGANIZATIONS (INFORMATION ONLY)

- a. The Assistant Director of Club Renewal and Interns, Cora Gibson, will give her report.
- b. The Assistant Director of Budget and SEAB, Nola O'Brien, will give her report.
 - i. General updates from the Assistant Directors regarding the Club Support Funding account, SEAB, Club Renewal, and the Clubs and Orgs Internship Program.

7. REPORT OF THE COMMISSIONERS (INFORMATION ONLY)

- a. The Club Commissioners will each give their report.
 - i. Kristopher Drapacz, Sports and Recreation
 - ii. Bianka Patel, Pre-Professional and Academic
 - iii. Marcus Hoefer-Phillips, Service and Community Outreach
- Silver Paw Committee
 - iv. Sienna Nepa, Fraternity & Sorority Life
 - v. Danielle Coleman, Multicultural & Diversity
 - vi. Capriana Pelletti, Science and Engineering
 - vii. Emi Gomez, Faith Based, Social & Political Involvement
 - viii. Alyssa Pfannes, Campus Life

8. APPROVAL OF MINUTES (FOR POSSIBLE ACTION)

- a. 8/7/25
- b. 8/22/25
- c. 8/29/25
- d. 9/5/25
- e. 9/12/25
- f. 9/19/25

Director Hess motioned to approve minutes from line item 8.a to 8.f by unanimous consent. So moved by Commissioner Nepa, seconded by Commissioner Gomez.

9. REMARKS (INFORMATION ONLY)

- a. Members of the Commission may give remarks to the Director and Assistant Director.

10. PUBLIC COMMENT (INFORMATION ONLY)

- a. Items heard under public comment may be in regard to items either on or off the agenda. Action may not be taken on items raised under public comment. The Director may elect to take public comment on action items on this agenda. The Director may impose reasonable limits on the length members of the public may speak.

11. ADJOURNMENT

This meeting was adjourned at 10:56 am via room 324, 3rd floor at the Joe Crowley Student Union and on Zoom.

Note: Items on the agenda may be taken out of order. The commission may combine two or more agenda items for consideration. The commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY
BEFORE THE MEETING.**

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8.07.25 Minutes

Director Hess: I call this meeting of the Department of Clubs and Orgs to order on August 7th, 2025 at 11:00 AM in the PCR. We're going to move into **agenda item two**, roll call. So

- a. Director Hess: **Present**
- b. Assistant Director Gibson: Absence, excused
- c. Assistant Director O'Brien: Absence, excused
- d. Commissioner Drapacz: Absent
- e. Commissioner Patel: **Present**
- f. Commissioner Hoefer-Phillips: **Present**
- g. Commissioner Nepa: **Present**
- h. Commissioner Coleman: **Present**
- i. Commissioner Gomez: **Present**
- j. Commissioner Pfannes: Absence, excused
- k. Commissioner Peletti: Absence, excused

Quorum is present. All right, so we will move into **agenda item three**, public comment. Is there any public comment at this time? Seeing none. We will now move into **agenda item four**, policies, procedures and administrative actions. The Commission may discuss and or act upon items regarding department policies and procedures, club support funding requests, conduct procedures requests and other matters related to the functions of the department. The commission would discuss and make decisions regarding the allocation of funds from the Department of Clubs and Organizations. Budget, Fall Club Fair budget being \$2,835. I am seeking a motion to approve this budget.

Sandra Rodriguez: Can you say their name?

Director Hess: Oh, yeah, can you, can you say your name when you're second? I'm seeking a motion to approve the club budget of \$2,835.

Commissioner Nepa: So moved.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Okay, seconded by Commissioner Patel. Perfect. Is there any further discussion at this time? Seeing none. We'll now proceed to a vote. All those in favor say aye. Aye. Aye. Opposed abstentions, seeing none. Motion carries, okay? We will now move into **agenda item five**, report of the director. There are no reports at this time. We will now move into **agenda item six**, report of the

assistant directors. No reports at this time. We will now move into **agenda item six** report of the Commission. Commissioners. Do any of you guys have a report to give? We will now move into **agenda item nine**. Remarks. Are there any remarks? Seeing none. We'll now move into **agenda item ten**, public comment. Is there any public comment at this time? Yes, okay. Sandy has some public comment for us.

Sandra Rodriguez: This is Sandy Rodriguez, Director of ASUN in the Center for Student Engagement. I don't know if you can tell, but present in the meeting is Madison Wilson. She will be our new assistant director of clubs and organizations, and will be the advisor to this board. So you can, whenever you guys make it back into town, I realize many of you're out of town. First off, please drop by and say hello to Maddie, and she'll be attending all your meetings, your club funding meetings. So welcome Maddie.

Director Hess: Thank you. Alright, perfect, yeah. And if you guys did want to come to the lunch, it's going to take place on August 11, so we hope to see you guys there. Alright, after that, we'll move into **agenda item eleven**. Adjournment. I adjourned this meeting at 11:05 AM. Thank you guys for coming. Bye.

8.22.25 Minutes

Director Hess: Alright guys, hi, happy Friday. I'm going to call this meeting of the Department of Clubs and Organizations to order on August 22nd at 10.05 AM. in JCSU 324. We will move into **agenda item two**, roll call. I'm going to do roll call today.

Director Hess: **Present**

Assistant Director O'Brien: **Present**

Assistant Director Gibson: **Present**

Commissioner Patel: **Present**

Commissioner Nepa: **Absent, excused**

Commissioner Coleman: **Present**

Commissioner Peletti: **Present**

Commissioner Gomez: **Present**

Commissioner Hoefer-Phillips: **Tardy, excused**

Commissioner Drapacz: **Present**

Commissioner Pfannes: **Present**

Quorum is present. We will now move into **agenda item three**, public comment. Is there any public comment at this time?

Luis Aguilar: Director Hess, thank you. Luis Aguilar, Associate Director of Student Government for the record. I got a lengthy public comment and I'll be as quick as possible. Please join me in welcoming Maddie Wilson as the new Assistant Director of Clubs and Organizations with ASUN and the Center for Student Engagement. Maddie brings a rich background in student affairs and clubs and organizations. Having worked at the University of Iowa and most recently Boise State University, where she supported over 200 clubs and managed the daily operations for student media. Maddie has experience advising large-scale student-led philanthropy events at Iowa with Dance Marathon, one of the nation's largest student fundraising efforts, raising more than \$1.45 million in 2024. Please help me in welcoming Maddie.

Maddie Wilson: Thank you. Looking forward to working with you all.

Luis Aguilar: And then business. All right, once your funding request is approved, ensure that your ASUN club account has 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 under your organization's page on the form section. Please allow 48 business hours for the accounting office and the Center for Student Engagement to update your purchasing card information. Approved funds are available for use from 30 days of the date of approval. Please ensure that you submit your completed request for travel within 30 days, allowing the business office sufficient time to approve it. You must get full approval before making any travel purchases, such as airfare or conference registration. When using the university's P-Card, please submit your itemized receipt within 24 hours of checking out the P-Card. Ensure that your receipts do 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: Any other public comment at this time? All right, seeing none, we'll now move into **agenda item four**, Policies, Procedures, and Administrative Actions. The commission will hear the following club support funding requests. We'll move into Chess Club. Are you guys here? All right. Please state your names and positions for the record.

Austin: I'm Austin. I'm the president.

Keaton: I'm Keaton. I'm the treasurer.

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

Austin: No.

Director Hess: Okay, perfect. Just please tell us about your request today.

Austin: So we have our first meeting on the second week of the second Wednesday of the semester, and it's a big recruitment event, and we would like to get some canes for our students.

Director Hess: Okay. Thank you. Who reviewed this request?

Commissioner Pfannes: I did. So I move to change food line item a unit price of \$204.99 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Pfannes: I think it was just you guys put tax on, and there's no tax. And then I move to approve Chess Club's operations application in the amount of \$204.99.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we'll now proceed to a vote. All those in favor say aye. Opposed? Abstentions? Seeing none, motion carries. All right. You guys are all set to go. Thank you. All right. We will now move into Kappa Alpha Theta. Are you guys here? Please state your names and positions for the record.

Bella: My name is Bella Peterson. I'm the president, and then I have my treasurer on the phone.

Paulina: Paulina Curiel, treasurer.

Director Hess: Are any of you guys ASUN elected or appointed officials? Okay. Perfect. Please tell us about your application today.

Bella: We have three items that we submitted requests for. The first one is for our recruitment video. This will be playing during all of our first rounds of recruitment. It's \$400. We have a local student videographer for it. The cost is pretty high just because of his equipment and stuff, but yeah. And then we also have two fans from Amazon that we're hoping to get just because our (house gets really hot, and we'll have like a lot of people in and out throughout the day, so we're hoping that we can get fans since we don't have AC on the first floor. And then lastly, we are requesting 50 keychains for our new members that we're hoping to get in the fall.

Director Hess: Okay. Thank you. Who reviewed this request?

Commissioner Drapacz: I did. I move to approve Kappa Alpha Theta's operations application in the amount of \$948.19.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? (6:06) Abstentions? Seeing none, motion carries. All right, you guys are all good. We will now move into the Society of Women Engineers. Are you guys here? Please state your names and positions for the record.

Elena: My name is Elena. I'm the president.

Sophia: My name is Sophia Olstead. I'm the vice president standing as a proxy for our treasurer who can't be here.

Director Hess: Are either of you guys ASUN elected or appointed officials? Please tell us about your request today.

Elena: So we'll be requesting travel funds, specifically flight and registration for the SUNY National Conference, which is the largest advocate for women in engineering. Previously, we've had a lot of members within our club, gained a lot of career opportunities, training programs. So we feel like this is important funding.

Director Hess: Who reviewed this application?

Commissioner Paletti: And then I emailed your guys' transcripts. And then I move to approve Society of Women Engineers' travel application in the amount of \$3,250.50.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? (6:06) Abstentions? Seeing none, motion carries. All right, you guys are all good. We will now move into the MEDLIFE Nevada. Are you guys here? We'll move into the UNR Equestrian Team. Are you guys here? Please state your names and positions for the record. Is there any way we can get your second on the phone? We do need two people. Let me call her up. We'll come back to you guys. We're going to move into the UNR Pre-Vet Club. Are you guys here? All right. Alpha Phi Gamma, are you guys here? Please state your names and positions for the record.

Nika: I'm Nika.

Karen: I'm Karen. And I'm Karen.

Director Hess: Are either of you guys ASUN elected or appointed officials? Please tell us about your request today.

Nika: We'll start with the community service one. So for that one, we're requesting \$302.64, and that's to host a philanthropy event where we're going to be making hygiene kits to donate to the domestic violence shelter. And then for the second one, we're requesting \$154.50.

Director Hess: Okay. Thank you. Who reviewed this request?

Commissioner Drapacz: I did. I move to change non-food item Colgate toothpaste to a unit price of \$18.18 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to change non-food item deodorant to a unit price of \$29.99 by unanimous consent.

Commissioner Drapacz: I move to change non-food item maxi pads to a unit price of \$21.99 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to approve Alta Phi Gamma's community service application in the amount of \$255.54.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? Abstentions? Seeing none, motion carries. All right, you guys are all good. The on-campus one? And then who reviewed that request?

Commissioner Drapacz: I did. I move to change non-food item, non-food line item three unit price to \$26.99 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to change non-food line item seven unit price to \$53 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to change non-food line item 11 unit price to \$27.99 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to change non-food line item 12 to \$8.04 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to change non-food line item 15 unit price to \$19.99 by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Drapacz: I move to change non-food line item 15 unit price to \$19.99 by unanimous consent.

Commissioner Drapacz: I move to approve UNR Crochet Club's operation application in the amount of \$52.95

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? Abstentions? Seeing none, motion We will now move into Nevada Cyber Club. Are you guys here? Please state your names and positions for the record.

Jack: Hi, I'm Jack. I'm the president of Nevada Cyber Club. —:
I'm the treasurer.

Director Hess: Are either of you guys ASUN elected or appointed officials? Please tell us about your request today.

Jack: We have a recruitment event the first week of school on Friday. And then we're just buying chains.

Director Hess: Okay. Thank you. Who reviewed this request?

Commissioner Peletti: And then I did email you guys about the change in tiers, so I'm just going to relegate that right now. I move to relegate Nevada Cyber Club's operations application to an on-campus application by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Peletti: And then I move to add a stipulation that Nevada Cyber Club add \$46.86 to their club account before accessing ASUN funds by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Peletti: And then I move to approve Nevada Cyber Club's on-campus application in the amount of \$46.88.

Director Hess: Is there a second?

Commissioner Pfannes: Second.

Director Hess: Second by Commissioner Pfannes. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? Abstentions? Seeing none, motion We will now move into Musical Therapy Club. Are you guys here? Please state your names and positions for the record.

Adrian: I'm Adrian. I'm President.

Charles: I'm Charles Santos, the Treasurer.

Director Hess: Are either of you guys ASUN elected or appointed officials? Please tell us about your request today.

Adrian: We requested our table thought, and then we were told it helped us out.

Director Hess: Okay. Thank you. Who reviewed this request?

Commissioner Hoefer-Phillips: I saw that you submitted two applications. I'll start with the on-campus one. Everything looks good for that. I move to approve Musical Therapy Club's on-campus application in the amount of \$16.46.86.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? Abstentions? Seeing none, motion carries.

Commissioner Hoefer-Philips: And then for that second request, that could be moved to an operations application. So I'll just do that real quick. I move to relegate Musical Therapy Club's on-campus application to an operations application by unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Hoefer-Philips: I move to approve Musical Therapy Club's on-campus application in the amount of \$16.46.86.

Director Hess: Is there a second?

Commissioner Patel: Second.

Director Hess: Second by Commissioner Patel. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? Abstentions? Seeing none, motion carries. And then what club are you guys here for? Wolfpack Veterans. Sorry, I thought you guys were coming next week. I was emailing your, I think, your president. But we'll move into Wolfpack Veterans.

Commissioner Patel: Do you guys have your supporting documents? So on your guys' application, you do need supporting documents, so screenshots of the picture of what you guys are getting and the pricing

on it. I did email you guys about that. I'm not sure if you got my email. But, yeah, in order to approve the request, we will need those from you. So if you wanted to just email them to me real quickly, and then I can just take a look at it.

Director Hess: Do you guys want to state your names and positions? And then, are either of you guys ASUN elected or appointed officials? And then, Commissioner Patel, if you want to move into those.

Commissioner Patel: I moved to add a stipulation that Wolfpack Veterans Club needs to submit supporting documents by a unanimous consent.

Director Hess: Are there any dissents to this motion? Seeing none, motion carries.

Commissioner Patel: And then I move to approve WoldPack Veterans on-campus application in the amount of \$234.75.

Director Hess: Is there a second?

Commissioner Peletti: Second.

Director Hess: Second by Commissioner Peletti. Is there any further discussion at this time? Seeing none, we will now proceed to a vote. All those in favor, say aye. Opposed? Abstentions? Seeing none, motion We will now move into Musical Therapy Club. Are you guys here? Please state your names and positions for the record.

Director Hess: So we will now move into **agenda item five**, Report of the Director. Hi, guys. I hope your summer was so good. We're going to start with our funding hearings. They'll take place every Friday at 10 a.m. Make sure you guys are here. Make sure you guys are keeping up-to-date on your funding applications. We also have a lot of questions. We also have Fall Club Fair coming up. It's going to take place on Thursday, the 28th. Make sure you guys submitted that when-to-meet so I can start assigning you guys into the hour-by-hour and have tasks for you guys to complete. We need help all day setting up tables. So if you guys are, like, not in class and you can just come for an hour, that would be super helpful. But other than that, that's all for me. So we will now move into **agenda item six**, report of the Assistant Directors. Assistant Director O'Brien, do you have a report?

AD O'Brien: I will be sending out, like, probably on Thursday, like, a screenshot of their club (account to make sure. So we don't always have to add that stipulation. And then, if it's not in there, then you can't add the stipulation. And then, we're also going to be working on a funding tracker. So you will be, like, checking that before you approve your applications to make sure that they have enough money in their tiers and stuff. It wasn't really a big deal for this one because they all started fresh. So, yeah, by the next funding hearing, we'll have the, like, club balance and the funding trackers.

Director Hess: Any questions for Assistant Director O'Brien? Assistant Director Gibson?

AD Gibson: So, we have six of the eight interns hired. You'll probably meet them, actually, at club fair because I'm going to have them either, like, set up for an hour or take down. They won't actually be

there during. (24:23) But they'll be either set up or take down. I'm interviewing Natalie at 12:30 today if anyone would like to join me as on Teams. So, that's pretty much it.

Director Hess: Any questions for Assistant Director Gibson? We'll now move into **agenda item seven**, report of the commissioners. Do any of the commissioners have a report to give? We will now move into **agenda item eight**, approval of minutes. There's no minutes to be approved. We will now move into **agenda item nine**, remarks. Are there any remarks at this time? Seeing none, we'll now move into **agenda item ten**, public comment. Is there any public comment at this time?

Luis Aguilar: Hey, nice job. You guys did well. You got through it. How are you feeling? Good? All right. You did great. You have a great week coming up. I'm hearing there could be some possible weather issues, but we'll stay positive that everything will go as planned for Thursday. And we'll follow up offline for plans. But just want to tell you, you guys did great. Keep up the good work. And Maddie is here. And Sandy's here to support you in anything that you need. That's all.

Director Hess: We will now move into **agenda item eleven**, adjournment. I adjourn this meeting at 10.30 AM.

8.29.25 Minutes

Director Hess: We'll move into **agenda item two**, roll call.

Director Hess: Present

Assistant Director Gibson: Present

Assistant Director O'Brien: Present

Commissioner Drapacz: Present

Commissioner Patel: Present

Commissioner Hoefler-Phillips: Present

Commissioner Nepa: Present

Commissioner Coleman: Present

Commissioner Pelletti: Present

Commissioner Gomez: Present **Commissioner Pfannes:** Present Quorum is present.

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

Maddie Wilson: Good morning. For the record, Maddie Wilson, Assistant Director for Clubs and Organizations with the ASUN Center for Student Engagement. I want to start by introducing Natalia Rasmussen, who is a student worker in the Accounting Office and will be attending all of the fall.

I also want to share that registered clubs and organizations are eligible to participate in the upcoming Pride Parade on Saturday, September 6th, starting at 10 a.m. If your club wants to participate, please take a business card. We have them down at the end of the table, kind of where the trash can is, and email Luis Aguilar Herrera. You can participate as a group or as individuals.

I have a few purchasing reminders before we begin. 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 of the funding requirements and receiving approval, you need to submit a 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 this approval. Please ensure that you submit your complete request at least 30 days before travel. 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 with a P-Card. Ensure that your receipt does not include tax, and note that 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: 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 hear the following club support funding requests.

Director Hess: We'll move into Bookbees. Are you guys here? Please state your names and positions for the record.

Club Representative: We're just looking for money to buy books for our book club this semester and snacks for meetings.

Director Hess: Perfect. Who reviewed this request?

Commissioner Hoefer-Phillips: I did. I move to approve the Bookabees Operations application in the amount of \$332.00.

Commissioner Patel: Second.

Director Hess: All those in favor say aye. Aye. Opposed? Abstentions? Seeing none, motion carries.

Director Hess: We will now move into Alpha Phi Gamma. Are you guys here? Please state your names and positions for the record.

Club Representative: We're requesting \$31.72 for supplies to host a fundraiser.

Director Hess: Who reviewed this request?

Director Hess:

Commissioner Nepa: I did. I move to add a stipulation that Alpha Phi Gamma deposits sufficient funds into their club account before accessing ASUN funds, by unanimous consent. Motion carries. I then move to approve Alpha Phi Gamma's on-campus application in the amount of \$31.72.

Commissioner Patel: Second.

All those in favor say aye. Aye. Opposed? Abstentions? Seeing none, motion carries.

Director Hess: We will now move into Lambda Phi Xi. You have a few applications. Please state your names and positions for the record.

Amanda (Club Representative): I'm Amanda, I'm a resident.

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

Amanda: No.

Director Hess: Please tell us about your first request.

Amanda: For our first one, we're requesting \$3,918.00 for snacks for our information meeting to kick off rush.

Commissioner Coleman: I move to approve Lambda Phi Xi's on-campus application in the amount of \$3,918.00.

Commissioner Patel: Second.

Director Hess: All those in favor say aye. Aye. Opposed? Abstentions? Motion carries.

Amanda: Our second application is for a Q&A event, requesting \$7,401.00.

Commissioner Coleman: I move to approve Lambda Phi Xi's on-campus application in the amount of \$7,401.00.

Commissioner Gomez: Second.

Director Hess: All those in favor say aye. Aye. Motion carries.

Amanda: Our third application is for a rush event with diamond painting, requesting \$52.95.

Commissioner Drapacz: I move to change non-food line item 5 unit price to \$9.99 by unanimous consent. Motion carries. I move to approve Lambda Phi Xi's on-campus application in the amount of \$52.95.

Commissioner Gomez: Second.

Director Hess: All those in favor say aye. Aye. Motion carries.

Amanda: Our final application is for general repairs and operations, requesting \$80.03.

Commissioner Drapacz: I move to approve Lambda Phi Xi's operations application in the amount of \$80.03.

Commissioner Gomez: Second.

Director Hess: All those in favor say aye. Aye. Motion carries.

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

Jackson: I'm Jackson, the President. Emma: I'm Emma, the Treasurer.

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

Jackson: No.

Director Hess: Please tell us about your request today.

Jackson: We're requesting \$307.20 for our trail mix mixer event.

Commissioner Pfannes: I move to approve Hiking Club's operations application in the amount of \$307.20.

Commissioner Patel: Second.

Director Hess: All those in favor say aye. Aye. Motion carries.

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

Natalia: Hi, I'm Natalia, the Treasurer.

Director Hess: Please tell us about your request today.

Natalia: We requested \$289.97 for James Browns for an event at the Honors College.

Commissioner Patel: I move to approve Honors College Student Council's on-campus application in the amount of \$119.98.

Commissioner Gomez: Second.

Director Hess: All those in favor say aye. Aye. Motion carries. We'll move into NAMI. Are you guys here? Please state your names and positions for the record.

Sabrina Sebelmeyer: Hi, I'm Sabrina, the President of NAMI at UNR. We're requesting \$80.25 for our first meeting. We deposited \$50 into our account, but I don't have a second officer present.

Director Hess: Okay, we'll defer this request until the next hearing.

Colby King: I'm Colby, the President.

Juliana Smith: I'm Juliana, the Treasurer.

Colby: We're requesting \$5,925.47 for airfare and registration for 11 board members to attend our conference in D.C.

Commissioner Patel: Thank you for making changes. I move to change food line item one and two to non-food line item one and two by unanimous consent. Motion carries. I move to approve PRSSA's travel application in the amount of \$2,962.74.

Commissioner Nepa: Second.

Director Hess: All those in favor say aye. Aye. Motion carries. We'll move into UNRtists. Are you guys here? Please state your names and positions for the record.

Club Representative: We're requesting \$104.86 to run our first clay art meeting.

Commissioner Pelletti: I move to approve UNR Artists' operations application in the amount of \$104.86.

Commissioner Nepa: Second.

Director Hess: All those in favor say aye. Aye. Motion carries.

Logan: I'm Logan, the Secretary.

Julian Bain: Standing as proxy for the Treasurer.

Logan: We're requesting \$550.00 for AMTA registration and case packets.

Commissioner Gomez: I move to approve Nevada Mock Trial Team's operations application in the amount of \$550.00. **Commissioner Patel:** Second.

Director Hess: All those in favor say aye. Aye. Motion carries. We'll move into Medlife. Are you guys here? Please state your names and positions for the record.

Club Representative: We had our hearing last week, but our form is no longer active. Our request was for \$703.56.

Director Hess: You're not listed on this week's agenda, so we'll defer your request until the next hearing.

Director Hess: We will now move into **agenda item five** report of the director. Hi guys, I hope your first week of school went really well. I've just been working on some logistics in terms of Fall Club Fair. As you know, it got moved from this Thursday to next Thursday. It will still be in the Quad, same time, 4 to 7 p.m.

If any clubs are reaching out, just let them know the event details are the same, they can still show up. I'll be finalizing and sending out hour-by-hour schedules this weekend.

Director Hess:

In addition, please remember to refer to the Box when you're reviewing funding applications. We want to make sure our motions are consistent throughout and these applications are as accurate as possible. Don't hesitate to reach out to me or Nola if you need help reviewing.

Other than that, have a great Labor Day weekend, and I'll see you all Thursday at Club Fair.

Director Hess: We will now move into **agenda item six** reports of the assistant directors. Do you have a report, Nola?

Assistant Director O'Brien: Yes. Make sure that when you're approving on-campus applications, you only approve them for half. For example, the Lambda Phi Xi application for \$56.95 should have only been approved for \$28.48. Just make sure you say the half, the 50%, in your motion.

Any questions for Assistant Director O'Brien?

None.

Director Hess: Assistant Director Gibson, your report?

Assistant Director Gibson: The interns — we're going to try to meet next week for the first time. They're also going to help either set up or take down for Club Fair, so that's an opportunity to get to know them. If someone's helping you hold up a table, that's probably them — no one else would want to do that. Also, I need everyone's Canva "get to know me" graphic. If I don't get them, I'll just put your name on a random picture and it'll look kind of lame. That's it.

Director Hess: Any questions for Assistant Director Gibson?

None.

Director Hess: We will now move into **agenda item seven** report of the commissioners. Do any of the commissioners have a report to give?

None.

Director Hess: We will now move into **agenda item eight** approval of minutes. There are no minutes to approve.

Director Hess: We will now move into **agenda item nine** remarks. Are there any remarks at this time?

None.

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

Natalia Rasmussen: For the record, I work in the Accounting Office. Regarding PRSSA — they were approved for \$2,962.74, but they are short in their account by \$819.08 for the other 50% to be covered. Jared emailed me, but it looks like they still haven't deposited the full amount.

Director Hess: Jared told me they deposited \$2,140. So if they still need \$819 more, I'll email them.

Natalia Rasmussen: Okay, sounds good.

Director Hess: Thank you. Any other public comment?

None.

Director Hess: Seeing no further public comment, this meeting is adjourned at 10:21 a.m. Thank you all, and have a great Labor Day.

9.05.25 Minutes

Director Hess: All right, I call this meeting of the Department of Clubs and Organizations to order on September 5th at 10:07 a.m. in the Rita Laden Senate Chambers. We'll move into agenda item two, roll call.

Director Hess: Present

Assistant Director Gibson: Present

Assistant Director O'Brien: Present

Commissioner Drapacz: Present

Commissioner Patel: Present

Commissioner Phillips: Absent, excused

Commissioner Nepa: Present

Commissioner Coleman: Present

Commissioner Peletti: Present

Commissioner Gomez: Present

Commissioner Pfannes: 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 request.

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. Submit your request at least 30 days before travel so our office has sufficient time to process. 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. 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 us.

Director Hess: Thank you. 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 hear the following club support funding requests.

Director Hess: We'll move into MedLife Nevada. Are you guys here? Please state your names and positions for the record.

Dylan Bartlett: My name is Dylan Bartlett. I'm the President of MedLife. **Jerome Morales:** My name is Jerome Morales, I'm the Treasurer.

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

Dylan & Jerome: No.

Director Hess: All right, tell us about your request today.

Dylan Bartlett: We are requesting stoles and caps for graduation.

Director Hess: Perfect. Who reviewed this request?

Commissioner Patel: I did. We just saw that you had a new application under operations, so we'll stick with that one. Everything looks good. I move to approve MedLife's operations application in the amount of **\$703.50** by unanimous consent.

Director Hess:

Commissioner Gomez: Second.

Director Hess: Any further discussion? Seeing none, we'll proceed to vote. All those in favor say aye. Aye. Opposed? Abstentions? Seeing none, motion carries. You guys are all set.

Director Hess: We will now move into NAMI at UNR. Please state your names and positions for the record.

Sabrina Zellmeyer: I'm Sabrina Zellmeyer, standing in for our President, Elena.

Ashley McPeak: I'm Ashley McPeak, General Officer, standing in for our Treasurer. **Director**

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

Sabrina & Ashley: No.

Director Hess: Perfect. Tell us about your request today.

Ashley McPeak: We are requesting **\$80.25** for cans to provide for our first general meeting.

Commissioner Patel: I reviewed this request. Everything looks good, but we're going to change your operations application to an on-campus application, which is only half funded. You'll need to add the other half into your account. I move to reclassify NAMI's operations application to an on-campus application by unanimous consent.

Any dissent? Seeing none, motion carries.

Commissioner Patel: I move to approve NAMI's on-campus application in the amount of **\$40.13**.

Commissioner Pfannes: Second.

Director Hess: Any further discussion? Seeing none, we'll proceed to vote. All those in favor say aye. Aye. Motion carries. You're all set. We will now move into the Association for Computing Machinery. Please state your names and positions for the record.

Club Representative: My name is Kai, President. **Treasurer:** I'm the Treasurer. **Director**

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

Both: No.

Club Representative: We're requesting **\$472.92** for Raising Cane's for our first meeting.

Commissioner Poletti: I reviewed this request. I want to add a stipulation that ACM deposits sufficient funds into their club account before accessing ASUN funds by unanimous consent.

Director Hess: Any dissent? Seeing none, motion carries.

Commissioner Poletti: I move to approve ACM's on-campus application in the amount of **\$236.46**.

Commissioner Patel: Second.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into Mackay Rockhounds. Please state your names and positions for the record.

Julianne: I'm Julianne, Treasurer.

Director Hess: Are you ASUN elected or appointed officials?

Julianne: No.

Julianne: We're requesting **\$166.91** to order Dippin' Dots for our first club meeting.

Commissioner Patel: On your spreadsheet, it wasn't filled out correctly, so I completed it. Next time, submit the filled version. I move to change food line item #1 to **\$169.89** by unanimous consent. Motion carries.

I also move to add a stipulation that Mackay Rockhounds deposit **\$84.99** into their club account before receiving ASUN funds by unanimous consent. Motion carries.

I move to approve Mackay Rockhounds' on-campus application in the amount of **\$85.00**.

Commissioner Medved: Second.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into UNR Nerf Club. Please state your names and positions for the record.

James Mo: I'm James Mo, President.

Catherine Yan: I'm Catherine Yan, Treasurer.

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

Both: No.

James Mo: We are requesting **\$62.00** for safety and personal equipment, including barricades.

Commissioner Pfannes: I reviewed this. Everything looked good, I just adjusted from sale price to regular price. I move to approve UNR Nerf Club's operations application in the amount of **\$62.00**.

Commissioner Napa: Second.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into Muslim Student Association. Please state your names and positions for the record. **Club**

Representatives: We have two requests. One operations for **\$88.96**, another on-campus for **\$46.46**.

Commissioner Gomez: For the operations request, I adjusted the spreadsheet to reflect regular pricing. I move to approve Muslim Student Association's operations application in the amount of **\$88.96**.

Commissioner Patel: Second. Motion carries unanimously.

Commissioner Gomez: For the on-campus request, I move to approve in the amount of **\$46.46**.

Commissioner Nepa: Second. Motion carries unanimously.

Director Hess:

Director Hess:

Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into UNR Improv. Please state your names and positions for the record.

James Ewing: I'm James Ewing, President.

Director Hess: Are you ASUN elected or appointed officials?

James Ewing: No.

James Ewing: We're requesting **\$180.00** for JCSU personnel for our back-to-school show. **Commissioner Pfannes:** Everything looked good. I move to approve UNR Improv's on-campus application in the amount of **\$180.00**.

Commissioner Patel: Second. **Director Hess:** Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into UNR Golf Club. Please state your names and positions for the record.

Emily Zedek: I'm Emily Zedek, President. **Cole Wack:** Former Treasurer.

Emily: We're requesting **\$450.00** to cover simulator bays at Golf Envy.

Commissioner Dropaj: I reviewed this request. I move to approve Nevada Club Golf's operations application in the amount of **\$450.00**.

Commissioner Napa: Second. Motion carries unanimously.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into ABLE Women. Please state your names and positions for the record.

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

Commissioner Peletti: I reviewed your request. I had to adjust a few line items that were listed at sale price. I move to change non-food line item #3 to **\$14.75** and line item #4 to **\$7.63** by unanimous consent. Motions carry.

I move to add a stipulation that Able Women deposit sufficient funds into their account before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve Able Women's on-campus application in the amount of **\$24.90**.

Commissioner Gomez: Second. Motion carries unanimously.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into Dragon Club. Please state your names and positions for the record.

Club Representatives: We are requesting materials for meetings to distribute to members.

Commissioner Pfannes: Everything looked good after clarifications. I move to approve Dragon Club's operations application in the amount of **\$170.00**. **Commissioner Patel:** Second. Motion carries unanimously.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into African Student Association. Please state your names and positions for the record.

Vivian: I'm Vivian, President.

Proxy via phone: I'm the Social Media Coordinator.

Second Representative: My name is Ify, I'm the Vice President.

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

Both: No.

Vivian: We're requesting funding for a welcome event.

Director Hess:

Director Hess:

Commissioner Coleman: I reviewed this request. Please update your supporting documents. I move to add a stipulation that African Students Association deposit sufficient funds into their account before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve African Students Association's on-campus application in the amount of **\$92.02**.

Commissioner Patel: Second. Motion carries unanimously.

For the record, the total request was **\$184.04**, but on-campus covers half.

Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into YDSA. Please state your names and positions for the record.

Aiden Borghese: My name is Aiden Borghese, Co-Chair. **Treasurer:** I'm the Treasurer.

Aiden: We are requesting **\$66.75** for food at an on-campus event on September 18th.

Commissioner Gomez: I reviewed this. I have not received supporting documents. I move to add a stipulation that YDSA upload a spreadsheet with items and prices, plus screenshots, before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve YDSA's on-campus application in the amount of **\$33.37**.

Commissioner Nepa: Second. Motion carries unanimously.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into Sigma Phi Epsilon. Please state your names and positions for the record.

Braden Miceli: My name is Brandon Sully, President.

Director Hess: Are you ASUN elected or appointed officials?

Braden: No.

Braden: We are requesting money to cater food.

Commissioner Nepa: I reviewed this. I move to reclassify Sigma Phi Epsilon's operations application as an on-campus application by unanimous consent. Motion carries.

I move to approve Sigma Phi Epsilon's on-campus application in the amount of **\$500.00**.

Commissioner Gomez: Second. Motion carries unanimously.

Director Hess: Any discussion? Seeing none, all those in favor say aye. Aye. Motion carries. We will now move into **agenda item five** report of the director.

Director Hess: Thank you for coming to Club Fair. I really appreciate your hard work. It was hot and in the middle of the day, and I know it took a lot of effort. I also appreciate you walking up to clubs, introducing yourselves, and building those connections. We'll do a debrief after this meeting to talk pros and cons.

Director Hess: We will now move into **agenda item six** report of the assistant directors.

Assistant Director O'Brien: No report.

Assistant Director Gibson: Zebra's Donuts are in the office — go grab some after.

Director Hess: We will now move into **agenda item five** report of the commissioners. **Director Hess:** Do any commissioners have a report?

None.

Director Hess: We will now move into **agenda item eight** approval of minutes.

Director Hess: There are no minutes to approve.

Director Hess: We will now move into **agenda item nine** remarks. **Director**

Hess: Are there any remarks at this time?

None.

Director Hess:

Director Hess: We will now move into **agenda item ten** public comment. **Director**

Hess: Is there any public comment at this time?

None.

Director Hess: We will now move into **agenda item eleven** adjournment.

Director Hess: Seeing none, I adjourn this meeting at 10:31 a.m. Thank you, everyone.

9.12.25 Minutes

Director Hess: Hey guys, so we're going to get started. I call this meeting of the Department of Clubs and Organizations to order on Friday, September 12th at 10:04 a.m. in the Rita Laden Senate Chambers. We will move into **agenda item two**, roll call. I'll call roll today.

Present

Assistant Director O'Brien: Present

Assistant Director Gibson: Absent, excused

Commissioner Dropach: Here

Commissioner Patel: Absent, excused

Commissioner Hoefer-Phillips: Here

Commissioner Nepa: Absent, excused

Commissioner Coleman: Present

Commissioner Peletti: Present

Commissioner Gomez: Present

Commissioner Fanes: Here Quorum is present.

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

Maddie Wilson: Yes. Good morning. For the record, Maddie Wilson, Assistant Director of Clubs and Organizations with the ASUN Center for Student Engagement. I just have a few purchasing reminders before we begin. Only clubs that have completed the ASUN renewal or registration process and received approval 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 form 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. That's not 48 hours after today, it's 48 hours after submitting your purchase card request.

Approved funds are available for use for 30 days from the date of approval. 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, you must submit your itemized receipt within 24 hours of checking out the card. Ensure 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 hear the following club

Director Hess:

support funding requests. We'll move into the Interfraternity Council. Are you guys present? All right. We will move into Friends of MSF. Are you guys here? Okay, we'll move back into you guys. No worries. We'll now move into Lettuce Club. Are you guys here? Okay, come up. Please state your names and positions for the record.

Jonathan Stoll: I'm Jonathan Stoll, President. **Emilio:** I'm Emilio.

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

Jonathan & Milo: Yes. No.

Director Hess: Tell us about your request today.

Jonathan Stoll: We are doing a lettuce eating night, and we are going to buy heads of iceberg lettuce and dressing, \$50.

Director Hess: Perfect. Who reviewed this request?

Commissioner Pfannes: I did. Everything looked good, so I move to approve Lettuce Club's operations application in the amount of **\$37.60**.

Commissioner Gomez: Second.

Any further discussion? Seeing none, all those in favor say aye. Aye. Opposed?

Abstentions? Seeing none, motion carries. You guys are all set.

Director Hess: We'll now move into the Public Health Student Advisory Board. Are you guys here? Come up. Please state your names and positions for the record.

Kate Shosky: My name is Kate Shosky, I'm the President.

Brian Johnson: My name is Brian Johnson, I'm the Secretary.

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

Both: No.

Kate Shosky: We're requesting funds to help fund food and beverages for the School of Public Health Insure Week mixer, which is a kickoff event for students to network with faculty, other students, clubs and boards, and hear presentations from faculty and program directors.

Director Hess: Who reviewed this request?

Commissioner Peletti: I did. A couple of non-food items need to be changed, so I move to change nonfood line item two to a unit price of **\$9.98** by unanimous consent. Motion carries. I move to change nonfood line items 10 and 12 to a unit price of **\$7.92** by unanimous consent. Motion carries.

I also move to add a stipulation that Public Health Student Advisory Board adds **\$94.85** into their club account before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve Public Health Student Advisory Board's on-campus application in the amount of **\$104.85** by unanimous consent.

Commissioner Pfannes: Second.

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

Director Hess: We will now move into UNR Artists. Are you guys here? Please state your names and positions for the record.

Brandon Gomez: My name is Brandon Gomez, I'm the proxy for the Treasurer. **President:** I'm the President.

Director Hess: Okay, and your Treasurer isn't here?

Brandon Gomez: She's not answering.

Director Hess: Okay. Can you state your name and position for the record?

Director Hess:

Treasurer (by phone): [States name and position.]

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

All: No.

President: We're requesting **\$97.07** for clay materials for our first meeting so students can make their own pottery and sculptures.

Director Hess: Who reviewed this request?

Commissioner Coleman: I did. I move to change non-food item five, item two, to a unit price of **\$9.99** by unanimous consent. Motion carries. I move to approve UNR Artists' operations application in the amount of **\$99.87**.

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 back into Friends of MSF. Please state your names and positions for the record.

Natalie Mutado: I'm Natalie Mutado, President.

Aliyah Reynoso: I'm Aliyah Reynoso, Treasurer.

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

Both: No.

Natalie Mutado: We just want to get pizza for our first meeting.

Commissioner Hoefer-Phillips: I reviewed this request. Since it's food, it needs to be reclassified as an on-campus request. Thank you for putting those funds in. I also need supporting documents for the pizza prices, so I move to reclassify Friends of MSF's operations application to an on-campus application by unanimous consent. Motion carries.

I move to add a stipulation that Friends of MSF provide supporting documents before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve Friends of MSF's on-campus application in the amount of **\$25.00**.

Commissioner Peletti: 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 Nevada Medical Research Consortium. Please state your names and positions for the record.

Riley Gillis: I'm Riley Gillis, President. **Suvra:** I'm Robert, Treasurer.

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

Both: No.

Riley Gillis: We provide mentorship to on-campus medical researchers. Today we're requesting funding for medals for graduation.

Director Hess: Who reviewed this request?

Commissioner Peletti: I did. We just need updated supporting documents. I move to add a stipulation that the Nevada Medical Research Consortium upload supporting documents before accessing ASUN funds by unanimous consent. Motion carries.

I also move to add a stipulation that the Nevada Medical Research Consortium add **\$10.00** to their club account before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve the Nevada Medical Research Consortium's operations application in the amount of **\$688.00**.

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 will now move into Wolfpack Entrepreneurship Club. Please state your names and positions for the record.

Andrew Safflow: I'm Andrew Safflow, President. **Kyle Hessler:** I'm Kyle Hessler, Treasurer. **Director**

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

Both: No.

Andrew Safflow: We're requesting funding for an officer meeting and club merchandise.

Commissioner Gomez: I reviewed this. Everything looked good, but I move to change non-food item one to a unit price of **\$13.93** by unanimous consent. Motion carries.

I move to approve Wolfpack Entrepreneurship Club's operations application in the amount of **\$127.58**.

Commissioner Fanes: Second.

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

Director Hess: We'll now move into UNR Men's Rugby. Please state your names and positions for the record.

David Salves: I'm David Salves, President.

Brian Marburgo: I'm Brian Marburgo, Sports Director.

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

Both: No.

David Salves: We're requesting **\$1,000.00** to pay league fees, including California Conference fees, Division I AA Rugby fees, and a coach's fee.

Commissioner Drapacz: I reviewed this. I received your updated spreadsheet by email but it wasn't uploaded to PackLife. I move to add a stipulation that UNR Men's Rugby upload sufficient supporting documents before accessing ASUN funds by unanimous consent. Motion carries.

I move to approve UNR Men's Rugby's operations application in the amount of **\$1,000.00**.

Commissioner Peletti: 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 **agenda item five**, report of the director. Hi guys, I hope your week was good. I want to put on your radar that we'll start planning I-LEAD, which will take place Saturday, October 4th. Make sure your schedules are free. There will be some small assignments to prepare for iLead so it runs efficiently. That's it for me.

Director Hess: We'll now move into **agenda item six**, report of the assistant directors.

Assistant Director O'Brien: Guys, we only had one or two applications this week and there were still a lot of problems. I know it's still early in the year, but remember that all the resources you need are in the Box. If you're unsure about anything, just ask me or Madison or check the Box, especially when it comes to what we can and can't fund under operations. This is public record, so we need to be consistent. Also pay attention to tax items. Make sure you're reviewing spreadsheets carefully and aligning with policy.

Director Hess: Any questions for Assistant Director O'Brien? Seeing none, we'll move into **agenda item seven**, report of the commissioners. Do any of you have reports? None.

Director Hess: We'll now move into agenda item eight, approval of minutes. There are minutes to approve. I am seeking a motion to approve the minutes items 8A–8D on Friday, September 12th by unanimous consent.

Commissioner Pfannes: So moved.

Commissioner Hoefer-Phillips: Second.

Director Hess: Motion carries. Minutes are approved.

Director Hess: We'll now move into **agenda item nine**, remarks. Are there any remarks? None. **Director Hess:** **Agenda item ten**, public comment. Is there any public comment? Seeing none, we'll move into **agenda item eleven**, adjournment. I adjourn this meeting at 10:20 a.m. Thank you guys.

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 Hoefer-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.

