1. **CALL MEETING TO ORDER**

Director Long called the meeting of the Department of Clubs and Organizations to order on Tuesday, April 4th, 2017 at 5:33 pm in the President’s Conference Room on the third floor of the Joe Crowley Student Union.

1. **ROLL CALL**

Director Long, CSFM Desamero, and commissioners Carrasco, Bittar, Hidalgo, Ronquillo and Tarr were present.

Commissioner Wang was tardy excused

A quorum was present

1. **PUBLIC COMMENT**

Audio Engineering society said they were remitting money for a guest speaker that they already applied for. He will come May 10th.

*Commissioner Wang entered the room at 5:37 pm*

Commissioner Wang said hi, sorry. Class ran late.

Director Long said they would put them on the agenda for next week. Asked if they would do a regular meeting next week

Commissioner Tarr said yes, on Tuesday

Director Long said they would hear them later

Commissioner Wang said she thought they could still be heard for remittance. Jared said in their chat that they could still be heard for remittance even if they are not on the agenda.

CSFM Desamero said he did not say that

Director Long said because it was a monetary issue and had to do with finances, it had to be agendized. It’s an action item in the agenda. They just heard it in public comment.

Commissioner Wang said okay.

Director Long asked if she needed further clarification

Commissioner Wang said Jared said they could still be put on the remittance meeting the day of the funding hearing.

Director Long said the day of the funding hearing. They would probably be meeting next Tuesday.

1. **POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS**
   1. 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.
      1. **Action:** The Commission will hear the following remittance requests for the Spring I Funding Period.

Wolf Pack Swing Dance said they were remitting a tier one application in the amount of $43.50. They over estimated for printing, it ended up being less.

The Commission was agreeable.

Nevada Student Ambassadors said they were requesting money for bingo under spring two, because there was a date change. The second is $100 for training, they didn’t purchase as much on food due to attendance.

Commissioner Ronquillo got an email from their treasurer and they wanted to change the amount to 340 dollars, flat from tier four.

Director Long said they remitted $340

UNR Human Powered Vehicle Team said they were remitting some funds because they were using stainless steel on their bike, which wasn’t available in Reno, and they ended up going somewhere else to get cheaper steel

Director Long asked if the amount on the agenda was correct, $164.86

UNR Human Powered Vehicle Team said yes, that was the difference between stainless and hot rolled

Audio Engineering society said they were here to remit 2500 dollars so they could get a speaker.

CSFM Desamero said they couldn’t agendize it on time because of Nevada Open meeting law. She will have to be put on next week.

Director Long said they could hear it in public comment, like they do at funding hearings.

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| --- | --- | --- |
| **Club Name** | **Tier** | **Amount** |
| Wolf Pack Swing Dance Club | Tier 1 | $43.50 |
| Nevada Student Ambassadors | Tier 4 | $400.00 |
| UNR Human Powered Vehicle Team | Tier 4 | $164.98 |

1. **REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS**

Director Long said he wanted to look over the club award nominations, discuss, and decide upon them. He wanted to lay out some of the expectations for what each award means, and then move into discussion on those. Outstanding new club, thought this was an organization to take their opportunity to impact student lives and do something with that. It’s about expanding, doing outreach, and doing a few event. Outstanding Club Leader is self-explanatory, someone who goes above and beyond. Program event doesn’t include community service vent, because the silver paw award will be reviewed by Chris Partridge, so all of the events fall under that. Outstanding Club is the best of the best, it’s the one everyone looks up to highly. That holds a lot of weight, and that is the ideal organization on campus. Outstanding Adviser – only two people were submitted, but they got a couple submissions. It’s someone who plays more of a role in the organization and mentors, is there to answer questions, plan events, and spread wisdom. That’s it, that’s five. Let’s move into Outstanding Club first.

Commissioner Bittar said that because advisor was a smaller category, they should do that first

Commissioner Ronquillo said they should do smallest to biggest

Director Long said he sorted it by award and then A – Z. Let’s go over the advisers, then club, club leader, and club

Commissioner Tarr said he thought they should do outstanding club last

Director Long said they would do that. Asked what their thoughts were.

Commissioner Ronquillo moved to suspend Roberts Rules until 6:30

Seconded by Commissioner Bittar

Motion carried

Commissioner Tarr said they hadn’t had time to read it over

Commissioner Bittar said he read them all

Director Ayard said she sent this last week

Director Long said it was corrupted

Commissioner Tarr said she sent it to Richard only

Director Ayard said that’s not true.

Commissioner Tarr said she could find it in her inbox.

Director Ayard said she forwarded it to the commissioners

Commissioner Tarr said he got the one today. The one she sent to Richard was corrupted.

Director Ayard said on March 30th at 12:20 she sent it to the commission

Commissioner Bittar said she was right, but he had no emails from the 20th.

Director Ayard said she didn’t hear from anyone that it was corrupted

Commissioner Tarr said it may not have gone through, could be stuck in the listserv

Commissioner Ronquillo said for the advisor, he liked Phil Sharp, he seemed very involved in the club, he advertises for the club, and is involved on and off campus.

Commissioner Bittar said he liked Senora Robinson, there were three different nominations which held some weight, she inspired and taught about the path to learning language. It was a pretty tough decision,=.

Director Ayard asked if they had a chance to look at history

CSFM Desamero said Alisson was an outstanding adviser last year

Director Ayard said it didn’t have to, they could nominate the same person, but thought the purpose of the award was to recognize people who do outstanding work. Allison knows she does outstanding work.

Director Long said he would look in his email about who won last year

Director Ayard said she knew she did

Director Long said they would look for all the people

Ronquillo asked if they would vote in public or write it down and hand it to him

Director Long said writing it down, secret ballot. Let’s write these down.

Commissioner Tarr suggested emailing Long their submissions. Paper would be more anonymous because they won’t have their name.

Commissioner Bittar asked if they should cast the votes one at a time

Director Long said yes, discussion and then votes

Commissioner Ronquillo asked if he wanted to collect one sheet

Director Long said no, because he wouldn’t be here for most of the rest of the discussion.

Director Ayard said she forgot to mention that they should take this seriously. It is very important that everyone reads the description and reads what people tell them. Please take it seriously, even if they don’t finish this tonight. Would rather they finish this late.

CSFM Desamero said he wasn’t able to find it, but he does remember.

Commissioner Ronquillo said he remembered some too

CSFM Desamero said for Outstanding New Club, Fused won. For service, Cicle K won. Adviser Allison won. Club Leader was RSS Nevada, and for program it was ghost tours. From what he remembered and said.

Director Long said he was missing a club leader

Commissioner Ronquillo said for club leader he had three nominations. Personally, Jaquelyn was on the top of his list because she was involved on and off campus and she was the president of two clubs. She did tabling, helped people register to vote, worked with Planned Parenthood. He worked with her and she has leadership skills

Commissioner Hidalgo said he liked Alyssa, she was in the business school, she turned that entity around. She killed the business awards dinner, it was amazing. She killed her BSE week, she is active on campus everywhere.

Director Ayard said whenever they select they would normally do rubrics. This time it is based on a paragraph nomination. Asked how they were selecting these individuals. Asked if they were reading the descriptions or if it was based on personal experience

Commissioner Ronquillo said a combination

Commissioner Bittar said he looked at what people wrote and their impact on their club, but it was hard not to take into account if you know the person and what they do. For the most part, whatever the person who nominates them say

Commissioner Ronquillo said they have to base it off of what is given to them

Director Ayard said she was challenging them to be equitable and fair. If everyone knew every single person on here, then it’s okay to talk about personal experiences and to mention the work that they do. Have to make sure everyone is judging the same rubric, which is the information on the sheet. Also they need to understand what this award means and what it has to do with the award here. If she knew the person, she would recuse herself

Commissioner Tarr said he agreed with Director Ayard, what they think they should judge this award on. He would just outstanding club leader on that single person’s impact on the organizations.

Director Long said it seemed like everyone was still reading these.

Commissioner Wang said she thought that what makes a leader a leader is how much of an impact they have on their club while in their position. If they started a new club, or resurrected a club, or built a club that had been established, and they did something special with it. That’s important because they always try to make clubs active.

Director Ayard said it would be nice to let every single person that got nominated understand that someone nominated them, because that is important. That would be a great piece for the legacy binder, because this area has a lot of potential.

Commissioner Hidalgo said he thought they should read over Hannah’s nomination. He thought it was amazing and she should be in the running. It was number 25 on the list.

Commissioner Ronquillo said if they were going based off what they have done for the club, Victoria would be a good candidate. He is not her friend, but last school year he interacted with her, and she took charge for a good majority of homecoming when members weren’t doing the work, she took the lead and made sure everyone was appreciated. That was last year, but this is her second year as president so she must still be doing well.

Commissioner Tarr said he was just reading over that application and he agreed. That one stood out the most, because these people do a lot of things It looks like she set up a program for future leaders as well, and that is a quality of a good leader. That embodies a good leader, being able to develop future leaders.

Director Long passed the gavel to CSFM Desamero

CSFM Desamero accepted

Director Long said to please take this seriously, it may take them a while but that’s okay because this means a lot to organizations on campus, and they wanted it to be fair and equitable. He looks forward to hearing their decisions. They will get placards for these decisions, and the top two from each will get to come to the banquet, and then they will announce so it’s still a surprise. Asked if they wanted to have the people that nominated them submit a small blurb about this person so that he can read it about each before he gives the award

Commissioner Tarr said yes

Director Long said the banquet was long. It would be like 500 words, or smaller.

Commissioner Wang asked when the ASUN banquet was

Director Long said next week, the 14th.

Commissioner Wang asked if they would miss it because of the funding hearing

Director Long said they would have to agendize that accordingly, so that it’s more of a chunk on Saturday and less on Friday.

Commissioner Wang said she needed to go, she got called into work

Director Long said she could send in her decisions

Commissioner Hidalgo said he also had to leave

Commissioner Bittar said he had to leave by seven

Director Ayard said everyone wasn’t focused today. They should take ten or 15 minutes tonight to have discussion, but asked if they all preferred to go home, read, and give their preferences

Commissioner Tarr said yes, that would be a good idea. They could submit number one and two to Richard. If there is a tie they can come in with discussion

Director Ayard said he needed the information soon because they have to order plaques

Commissioner Carrasco asked if they could put their top two and their reason why

Commissioner Tarr said Richard would be tie breaker

Director Ayard said that would be okay. If that is what they do, they need to take it seriously. A lot of people put in effort to this, which tells you that student leaders want to get recognized. Please read every single one, and remember what she mentioned earlier.

Commissioner Bittar said he could have his in tonight, he already read all of them

CSFM Desamero said they kept track of it so far is that people just sent in votes.

Commissioner Bittar said they could resend it all in one email

CSFM Desamero asked how the top two counting would work

Commissioner Ronquillo said one per person, and if there is a tie you can use the second one.

Director Ayard said they could send it to her and Richard, and they will compile everything, and if there are times where you cannot decide, then there will be extra communication.

CSFM Desamero said they could discuss it over email

Commissioner Wang said she felt more comfortable because she could read them

Commissioner Tarr asked who to send the email to

Director Ayard said to her and Richard

Commissioner Ronquillo moved to suspend Roberts Rules until 6:40

Seconded by Commissioner Bittar

Motion carried

*Commissioner Wang left the room at 6:34 pm*

Commissioner Carrasco said they would send an email to Director Ayard and Richard

CSFM Desamero said to get it in as soon as possible

Commissioner Ronquillo asked if they would need a description

Director Ayard said just put number one and number two

Commissioner Ronquillo asked if they needed an explanation.

Commissioner Tarr said if he felt it was necessary.

Director Ayard said it would just be extra. Richard could be the tie breaker

CSFM Desamero said to be fair and equitable and consider what they said here.

Director Ayard said some have one sentence, and even if you know the person is amazing, you can only vote based on the nomination. It’s based on the content of the nomination. If it was a decision based on personal preference, they wouldn’t even have nominations.

CSFM Desamero said he would throw away the paper votes, please resubmit them to Rocio.

1. **REPORT OF THE CLUB SUPPORT FUNDING MANAGER**

CSFM Desamero said he met with Richard and Director Ayard today and a week ago regarding contingencies for club support funding. This is in the case where they feel like they will be on a tight budget for spring two. Talked to Director Ayard, and there is approximately $67,000 as of two weeks ago according to the way she has tracked the numbers for the budget. Some things in spring one haven’t rolled out, that was as of two weeks ago.

Director Long said that wasn’t all the way updated. It reflects what was in the account as of two weeks ago, but they are still trying to reconcile the remaining funding. They still have February and March.

CSFM Desamero said not everything was updated, but they would meet with Director Ayard Monday or Friday to get updates on that. So far that is the estimate that they have. The two options they decided to go with are either perfect applications or 50/50 split on percentages for the contingencies if they don’t have enough money

Director Long said their rough estimate was about $60, 000 left in the account with an added cushion of 5000 dollars, which is a good thing that they are facing these issues because they are trying to get their account as close to zero as they can, which means they effectively spent student funds.

Commissioner Tarr asked how a 50/50 split would affect the 40%

CSFM Desamero said that would be an issue they would have to face, and they haven’t worked on a solution for that because they haven’t decided if they will pursue these opportunities. They will consult the commission in either case.

Director Long said there are some options for doing that, there are ways around it. They should have had 40% in by that day anyway.

CSFM Desamero said that was their update from the meeting. He encouraged everyone to nominate outstanding club leaders to apply for the position next year, they know what it takes to be a good club commissioner, so find people who are just as qualified. Funding manager is also open as well, encourage all those options. It’s best to advertise the job early, the deadline is the 19th. Director applications are due the 12th, but it’s best to get that in as soon as possible. Meet with club leaders who are interested and talk about the position. That will help with the transition. Wanted to have a meeting with each of the commissioners, keep sending emails to meet and add something to the strategic plan for the next few years, because each of them have their own specialties. Remind your clubs about remittances, this year they have done well, but he sees the funding tracker and there aren’t as many clubs remitting as there should be. Send an email out this week, so they can be put on the agenda for the remittance meeting. On Friday, he and Richard went to the gov-ops meetings, it went well and Richard did the presentation on the changes to the club support funding policy. There wasn’t a lot of push back, there were just questions about off campus and on campus. They suggested to define community service. It won’t delay the policy, but they should look at it. Planned on going to senate when class was over to see the policy.

1. **REPORT OF THE COMMISSIONERS**
   1. The Club Commissioners will each give their report.
      1. Luke Bittar, Sports and Recreation

Commissioner Bittar said last Friday they had their sports council meeting, and the sports council will have an end of the year “sports council Olympics.” It’s open to all the student body, but it’s meant to get all the members in club sports in front of the KC on the KC lawn. They want to do obstacle courses and have food. It’s a good way to do club recruiting as students pass by. They have applied for funding, we will hear those apps next Friday and Saturday. Everyone was CC’d on the email about the pizza application. During their meeting they got a poll form the students who were willing to use their remaining tier four to fund this event. Cycling club’s member put their name down, he helped them make an application with the co-president, but Austin was unaware of that, and he could choose to withdraw the application. He emailed him. He will put together a legacy binder for the next commissioner, and will include potential project opportunities with the renewal process. During his one on one with Director Ayard they decided there wasn’t enough time and it shouldn’t be rushed.

* + 1. Roderick Hidalgo, Greek Life/Service and Community Outreach

Commissioner Hidalgo said this Friday they are going bowling. Asked if they wanted to do a dinner beforehand

Commissioner Ronquillo said he would be busy up until seven because he had practice. If they did dinner he would skip dinner. Would go to bowling

Commissioner Carrasco said she had something until seven, will go after

Commissioner Wang said she was down for dinner at seven and bowling afterwards

Commissioner Hidalgo asked how dinner at seven sounded

Commissioner Bittar asked where

Commissioner Hidalgo said they would be in the GSR, there was a burger place down there to make it easy.

CSFM Desamero said there was travel time, so they should do 7:30

Commissioner Hidalgo said whatever worked for everyone

Commissioner Ronquillo said he could be there at seven

Director Long said they should play it by ear, around seven.

Commissioner Hidalgo said he would put in the group me where they will eat, will make sure it’s on their budget they want something affordable. Unless it’s on Rod. They will do dinner and then bowling right after. If bowling is too crowded they can go to the fun center and do laser tag which would be dope. Get to GSR around seven so they can eat and then go bowling. He invited Kaitie and told her to invite Andrea, she could come too. Director Long and he will hit up down town after, and if you’re over 21 you are welcome to come.

Director Ayard asked if there were any reports on his project

Commissioner Hidalgo said the timing that happened with the survey, he didn’t want to press people with another survey right away after she sent out hers. Was thinking they would do it at the barbeque with ipads and have people fill out the survey then, so they can do it in line. Then they can interact with them too instead of just standing there.

Director Long asked how many ipads the center had

Director Ayard said a couple maybe

Commissioner Wang said they could use her laptop too as long as she was looking at it.

Commissioner Hidalgo said they could have a table with a couple people to have people fill out surveys and then go get food.

Director Long asked if they were fill in the blank questions

Commissioner Hidalgo said no, they had scales. One of the last questions asked what the department needed to improve on over all.

Director Ayard asked if he reserved a space for the barbeque.

Commissioner Hidalgo said no, he would do that.

* + 1. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education

Commissioner Tarr said he didn’t have much to report. Thanked Richard and Jared for going to gov-ops, he was out of town so he couldn’t reschedule. Tomorrow is when it goes to senate, hopefully this is the final time. Tomorrow will be lit, 5:30 in the senate chambers. WWA smackdown between clubs and orgs and senate. Be there.

Director Long said if it doesn’t get passed, it will go to the next session of senate

Commissioner Tarr said yeah, which will have to be pushed two week from now because they don’t have anything the first week. It’s already a six hour meeting.

CSFM Desamero said the next president gets sworn in on the 12th, a week from tomorrow. Senate won’t be able to push anything until two weeks after that. Your term will most likely go on until the end of the month, or towards the last week. Even if the new director gets appointed, it will be a big transition. They still cover spring two and need to handle some unfinished business.

Director Long said the director will get appointed first, so just because he will be gone, they will not be done with their jobs. That also doesn’t mean anarchy. They need to answer emails in that lame duck period, because they need commissioners to answer questions while clubs still hold events all the way through the end of the year.

CSFM Desamero said to make sure they stay focused, they still have a month left. Even with the director appointed, they will still have to do another hiring process for six more club commissioners and a funding manager, which will take a long time

Director Long asked if it was the 12th for the director

CSFM Desamero said the deadline for the app was 12th

* + 1. Rachel Wang, Pre-Professional and Academic: Science & Engineering

Commissioner Wang said she was meeting with Director Ayard on Thursday to talk about the advisor surveys. Her thesis was due in two weeks, so she will answer her emails, but will be checked out from other commissioner duties. Apologized if she gets delayed. Asked Director Ayard to clarify the ASCE club who got rejected for their logo even though they had the same one

Director Ayard said she talked to them and explained the process. Tf organizations say they used to do something, it doesn’t mean it will get approved. It probably meant they didn’t go through the approval process, and it got checked this time and wasn’t good. Any logos with the N need to get approved. The razor wolf and the N can’t get altered, only with specific exceptions, because it was trademarked. The t-shirts for the ilead conference were an exception. In their situation the mark was destroyed. They are more strict now because they request to see the logo

* + 1. Casandra Carrasco, Multicultural & Diversity

Commissioner Carrasco said the club lead application was already online, please announce it to your clubs. It will be the first link on the club lead page.

* + 1. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement

Commissioner Ronquillo said a news letter would be sent out this Friday. The other project on the handbook was sort of nowhere, his interns hadn’t done their portion yet. During the one on one with Jarred, he would talk about why he wanted to have the handbook and would try to encourage the future commission to try to finish it this summer so they can hand it out to the clubs in fall.

1. **APPROVAL OF MINUTES**
   1. February 3rd, 2017 @ 5 PM
   2. February 4th, 2017
   3. March 7th, 2017
   4. March 14th, 2017
   5. March 28th, 2017

Commissioner Tarr moved to approve the minutes from February 3rd  at 5 PM, February 4th, and March 7th, 14th, and 28th.

Commissioner Bittar seconded.

Motion carried; minutes were approved.

1. **REMARKS**

Commissioner Ronquillo asked if they would get their quarter zips before they graduate

Director Long said probably not

Commissioner Wang said she was talking about the quarter slips, and they might get it cheaper than the Wolf Shop. She was still pushing for this. Will send Richard quotes

Director Ayard said when they get quarter zips, they have to get them from the Wolfshop

Commissioner Wang said not yet.

Director Ayard said they will set the example.

Commissioner Wang said if they were cheaper elsewhere…

Director Ayard said they are setting an example

Commissioner Wang said they didn’t have enough money for the ones in the Wolf Shop

1. **STAFF REPORT(S)**

Director Ayard said to reiterate what Cassandra said, she would like everyone to look at the application and submit one for the organizations they belong to. With givepulse, Club Lead hasn’t been the priority and it has struggled. It is a great program to highlight the civic engagement work that clubs do. There is no reason why they shouldn’t want to do that. It shouldn’t take more than 20 minutes to complete, please consider it and help them, she expected at least one submission from each of their organizations. Jared covered the budget situation, but be thoughtful. Because this is an issue right now, it doesn’t mean that they should go into the funding hearing being critical. Being close to the zero mark is good, but be smart in how you make decisions. They don’t want to be left with that amount of money again. Jared will provide analysis before the funding hearing. Lastly, she didn’t know if everyone remembered at the beginning of the year when they did trainings and talked about expectations, but thought it was a good time to reference that document and see how well they were doing. Wanted to have some sort of wrap up, which she would take care of. One of her expectations was to finish strong, which she wanted to remind them of. As they conclude the year, they are transitioning and thinking of next year and summer. They will leave a legacy, so try to make it a practice of theirs to leave on a great note. If they are struggling with this project, let her know. Another commissioner will take their place. Have fun on Friday.

1. **PUBLIC COMMENT**

There was no public comment at this time.

1. **ADJOURNMENT**

Commissioner Tarr moved to adjourn the meeting at 6:36 pm

Commissioner Bittar seconded

Motion carried.

*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.*