

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, November 21st, 2017 at 7:30 PM

Joe Crowley Student Union, Room 324, 3rd Floor

1. **CALL MEETING TO ORDER**

Director Desamero called the meeting of the Department of Clubs and Organizations to order at 7:33 pm on November 21st, 2017 in room 324 of the third floor of the Joe Crowley Student Union. Presiding Secretary, Kaitie Christensen.

2. **ROLL CALL**

Director Desamero, Assistant Director Bittar, and Commissioners Hickman, Wang, Adams, and Gomez were present.

Commissioners MacNeill and Raquel were absent excused.

A quorum was present.

3. **PUBLIC COMMENT**

Math Club said they exist

Commissioner Wang said they were an inactive club that Gomez reached out to and now they are fully active.

Math Club said it had been two years

Director Desamero asked if they had questions

Math Club said no

Director Desamero said they could stay or leave

Commissioner Wang said they could listen to how funding works

4. **POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS**

- a. The Commission may discuss and/or act upon items regarding Department policies and procedures, Club Support Funding requests, conduct proceedings requests, and other matters related to the functions of the Department.

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

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, the Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Jared Desamero, Director of Clubs and Organizations, at directorco@asun.unr.edu or Luke Bittar, Assistant Director of Clubs and Orgs, at fundingmanager@asun.unr.edu.

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 2

- i. **Action:** The Commission will hear the following Remittance request for the Fall I funding period

Medlife said they wanted a remittance request because they requested registration for 12 people but only eight people were going. It was 200 dollars a person. The amount should be 480

Director Desamero said they might have heard this before, please update on the issue so they could vote

Medlife said they requested the credit card a month ago and got funding through fall one. They were granted that but central station wouldn't give them the money until they were approved by risk management. Central station said they would still use the funding from period one

Director Desamero asked if they were okay with the remittance request

Commissioner Adams asked why it wouldn't be okay

Assistant Director Bittar said they were supposed to remit before the funding period

Commissioner Gomez said he was good with it. Asked the amount

Assistant Director Bittar said 480

Commissioner Wang said they were good for 480 for fall one

Club Name	Tier Requested	Amount Requested
MedLife Nevada	Travel	\$641.53

- ii. **Action:** The Commission will hear the following Fall II Club Support Funding requests
Director Desamero said this was supposed to be at the hearing but there wasn't anyone they could bring to the hearing because they were in marching band

Trumpet Club said they had their president and treasurer. Neither were ASUN officials.

Commissioner Gomez said he reviewed the application, it looked great. What is the event

Trumpet Club said it was "Trumpetsgiving" a banquet for their club where they would have awards and a video presentation in room 320 in the Joe

Commissioner Gomez asked if it was next week

Trumpet Club said on Sunday

Commissioner Gomez moved to approve

Seconded by Commissioner Hickman

Director Desamero said Bittar was looking up their 40 percent split

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 3

Trumpet Club said they were there before the deadline and they said they didn't have an account set up so it was in a separate account and earmarked for them. They would find out and deposit the money they needed. He had the deposit slip so it should be good.

Director Desamero said they should be good

Commissioner Gomez asked what they meant by they didn't have an account

Trumpet Club said they were a new club so they had to deposit the money but since they didn't have an account, it was put into a general account

Motion carried

Baton Death March said they had their president and treasurer. Neither were Asun officials.

Commissioner Wang said she and MacNeil reviewed it. It was just for the white sands missile range base

Baton Death March said troops were forced to march 70 miles, this was a memorial event. It was shitty.

Commissioner Wang asked how they got there

Baton Death March said they were driving themselves

Commissioner Wang said did central station discuss that

Baton Death March said they were only asking for online registration

Commissioner Wang said they can't pay for this until the travel paperwork was in

Baton Death March said he was working on it

Commissioner Wang said they needed to email her about that to work out the paperwork or else they couldn't pay for the registration until they were approved for travel. Asked why they couldn't fly there

Baton Death March said he would have to go through army channels to fly and get permission because it complicated restrictions with the army and he would have to do travel vouchers. Trust him.

Commissioner Wang said to email her for a meeting. Everything else looked good. Was concerned that the deadline was by December 31st and she wasn't sure if they would have approval by then to drive, so get paperwork in ASAP. They just deposited money recently, after the deadline.

Director Desamero said they weren't put on the agenda because they weren't going to meet the 40% because they were a new club, which is why they are on this agenda

Baton Death March said they recently got activated and couldn't deposit money

Commissioner Gomez said because of their situation, it should be okay. Asked if they needed a stipulation

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 4

Commissioner Wang said no because central station would block them. Move to approve
Seconded by Commissioner Hickman

Assistant Director Bittar asked how much they deposited

Baton Death March said 675

Assistant Director Bittar said the 40 percent was 988

Baton Death March said they didn't need the full amount, he needed 1500. They needed
1600 dollars

Commissioner Wang retracted. Moved to change nonfood item line one to quantity 16
unanimously
Motion carried

Commissioner Wang moved to approve
Seconded by Commissioner Hickman
Motion carried

Baton Death March asked how much

Assistant Director Bittar said it was a 60/40 split. The total application was 1520 and 60
percent of that was 912

Baton Death March said they would email Rachel with more questions

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Nevada Trumpet Club	On-Campus	\$119.97		
Bataan Death March Club	Travel	\$2500.00		

- iii. **Action:** The Commission will hear the following Emergency Fall II funding requests
Commissioner Wang said she misagendized, it wasn't supposed to be Range Management. It was supposed to be another club.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
UNR Range Management	Emergency: Travel	\$1000		

- iv. **Action:** The Commission will hear the following Operations funding requests
Nevada Debate Union said they had their president and treasurer. Neither were ASUN
officials.

Director Desamero said Keenan couldn't find their application

Nevada Debate Union said the event was a high school debate tournament. They judge at
the tournament which required materials that were donated to high schools

Commissioner Wang said they were reusing the items per place they go to judge

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 5

Nevada Debate Union said these items were paper and pens, debaters use specific paper

Commissioner Wang asked when they submitted the application

Nevada Debate Union said three or four days before the deadline

Assistant Director Bittar asked if they had the spreadsheet

Nevada Debate Union said yes, he would email it to him

Director Desamero said it was under off campus service

Commissioner Wang said this was submitted under community service

Nevada Debate Union said it was supposed to be community service for fall two, but Keenan told him he could only be heard if it was operations. He thought it was something he did on his end. None of the substance of the application changed

Commissioner Wang moved to relegate this application to operations unanimously

Motion carried

Commissioner Wang moved to approve

Seconded by Commissioner Gomez

Motion carried

PreVet Club said they had their president and treasurer. Neither were ASUN officials
Commissioner Adams said the application looked good, they just needed to change the name of a line item. Did the tape need to be changed because it came in a quantity of eight?

Commissioner Wang said if it came as a pack it was fine because that was the unit

Commissioner Adams moved to change line item seven to item name "practice pad"
unanimously

Motion carried

Commissioner Wang said what will these items be used for

PreVet Club said they try to teach things their members would see in a vet hospital or at vet school. The suture practice pads and the needle drivers and forceps will be used to learn how to suture. Dr. Teglas does a good suture tutorial and that would be useful for the club to have. The vet wrap, gauze, and tape are to teach how to wrap a wound

Commissioner Wang said for the nonfood items, they should be in the order of how they would be reviewed in the excel sheet

Commissioner Adams moved to strike line item eight

Motion carried

Assistant Director Bittar asked if there was shipping cost

Commissioner Wang said it was free

Commissioner Hickman moved to approve

Seconded by Commissioner Adams

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 6

Motion carried

Hawaii Club said they had their president and treasurer. Neither were ASUN officials.

Commissioner Raquel was their secretary

Commissioner Hickman said this application was for t-shirts. They submitted an email from the Wolfshop which was great. They will still need a proof with the ASUN logo even if they don't go through the Wolfshop, and they probably won't because of the price difference. Their shirt cap was 6 dollars per shirt. Moved to change nonfood item line one to unit price 6 unanimously

Motion carried

Hawaii Club asked that the logo be included in the quote price

Commissioner Hickman asked if they had a proof

Hawaii Club said they didn't have a proof

Commissioner Hickman said because of how the invoice was itemized in branded, they had to add that

Commissioner Adams said these t-shirts would be screen-printed, so shirts that will be screen printed shall be funded at 6 dollars per item. It didn't matter that Branded did it differently

Commissioner Wang said they set precedent with branded where they did four dollars because these shirts were not screen printed, they were blank. When the wolf shop does it, it was screen printed

Commissioner Adams said they set precedent at 6 dollars

Assistant Director Bittar said every application was itemized out and they didn't

Commissioner Adams said the shirts were six dollars in the policy, these shirts will be screen printed. T-shirts that will be screen printed shall be funded at a rate of 6 dollars. Plain t-shirts that will not be screen printed shall be four dollars, and shirts that shall be screen printed shall be funded at 6 dollars per item

Commissioner Hickman said she thought because they have used branded because they had to continue with that. Moved to change nonfood item line one to "Club Shirt Sizes Small, Medium, Large and Extra Large" at unit price four dollars, and nonfood item line two to club shirts size 2xl quantity two, unit price four, nonfood item line three, screen printing, quantity 67 unit price 2.60 and nonfood item line four to unit price \$20 dollars.

Commissioner Gomez said if there was an issue with precedent, he thought they should change precedent

Assistant Director Bittar said they had to make a decision if they wanted to change precedent

Commissioner Gomez said despite they have set precedent for four dollars for nonscreen printed shirts, with a rereading of the policy, should they change nonfood items one and two to a unit price of six

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 7

Assistant Director Bittar said they would be decided if the way the invoice splits it out, if they fund it for six dollars or four dollars.

Yea: Adams, Gomez, Hickman

Nay: Wang

Commissioner Hickman asked if this would change it to the new precedent for going forward

Director Desamero said yes

Commissioner Adams said he was looking through the minutes right now

Commissioner Wang moved to change nonfood items line one and two to six unanimously

Motion carried

Commissioner Wang moved to approve for 596.20

Seconded by Commissioner Gomez

Motion carried

Alpha Epsilon Pi said they had their proxy for president and treasurer. Luke got the email. Neither were ASUN officials

Commissioner Wang said there was a price discrepancy. They updated their spreadsheet. Do parenthesis matter

Director Desamero said yes, they were negative in accounting

Commissioner Wang said do they change it

Alpha Epsilon Pi said it was a deposit they already paid, they were requesting what they hadn't paid

Commissioner Wang moved to strike items 7, 8, 11 unanimously

Motion carried

Director Desamero said that wasn't a discount

Alpha Epsilon Pi said the shipping was a credit for a discount. The remaining balance was what they were requesting.

Commissioner Wang said the application was now 1237.

Alpha Epsilon Pi said they were trying to reflect the deposit

Commissioner Wang said she deleted that. The amount was 525

Alpha Epsilon Pi said it was because they were applying the deposit to the overall charge and they were requesting the remaining. This is how it was done three years ago so they could reflect that. It was there to subtract.

Commissioner Wang said she just striked it

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 8

Alpha Epsilon Pi said to approve it in the amount of 525.40

Commissioner Wang moved to bring back items 7, 8, 11 unanimously
Motion carried

Commissioner Wang moved to approve Alpha Epsilon Pi in the amount of 525.40
Seconded by Commissioner Hickman

Alpha Epsilon Pi said they would have to remove the capital expenditure

Commissioner Wang retracted her motion

Assistant Director Bittar asked if Adam Tarr wanted to sit at the table

Adam Tarr said no

Commissioner Wang moved to change nonfood item line three to unit price 100
unanimously
Motion carried

Commissioner Wang moved to approve for Alpha Epsilon Pi for 429.40
Seconded by Commissioner Hickman
Motion carried

PrePA said they had their president and treasurer. They were not ASUN officials.

Commissioner Gomez said he reviewed the application. He emailed her back and forth.
Asked what this was for

PrePA said it was fall one, but they didn't end up using it, so they put it in for operations.
The design for the stickers was the same as the buttons

Commissioner Gomez said they didn't need designs for stickers, he was just curious.
Moved to approve for 357.38
Seconded by Commissioner Hickman
Motion carried

Commissioner Wang said if they aren't aware, they had 41 dollars left in operations.
Assistant Director Bittar said if they didn't use all their funds before, it will increase soon

Honors Student Ambassadors said they had their vice president and president. Jared got
the prosy. Neither were ASUN officials

Commissioner Gomez said he reviewed the application. He was looking at the design and
it didn't have the ASUN logo on it. They also had an invoice from the Wolfshop.

Honors Student Ambassadors said commissioner Wang placed it in the funding for them.

Commissioner Gomez said he talked with her about some issues. The design was on
there; they would just add the stipulation.

Assistant Director Bittar asked the cap for polos

Commissioner Hickman said polos that will be embroidered will be funded at 10 dollars

Commissioner Gomez moved to change nonfood items line one and two to unit price 10 dollars unanimously

Assistant Director Bittar said this was now 210 dollars

Commissioner Gomez moved to add a stipulation that there needed to be a proof with the ASUN logo in the design

Motion carried

Commissioner Hickman moved to approve

Seconded by Commissioner Gomez

Commissioner Wang abstained

Honors Student Ambassadors said do they need the proof from the Wolfshop or the vendor

Commissioner Gomez said they just needed the design

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Nevada Debate Union	Operations	\$200.00		
Pre-Vet Club	Operations	\$198.81		
Hawaii Club	Operations	\$570.33		
Alpha Epsilon Pi	Operations	\$518.70		
Producing Respectable Educated Physician Assistants	Operations	\$357.38		
Producing Respectable Educated Physician Assistants	Operations	\$357.38		
Honors Student Ambassadors	Operations	\$292.50		

v. **Action:** The Commission will discuss and make edits to governing documents for the Department of Clubs and Orgs.

- a. Club Support Funding Policy Manual
- b. Department Procedures Manual

5. PROJECTS AND DEPARTMENT INITIATIVES*

a. The Department of Clubs and Orgs may discuss short-term projects, year-long projects, or large-scale Department initiatives for the purpose of developing new/existing programs, building Department infrastructure, or engaging clubs and organizations on campus.

i. Proposition of New Projects or Department Initiatives

Director Desamero read Commissioner Raquel’s report into the record: I do not see my project from last week on here but it was regarding making a wufoo form for clubs to submit large scale events they are hosting so the marketing department of ASUN can post it on the social media. We named it "Social Media Outreach" so please add it to the next agenda.

ii. Short-Term Projects:

1. SAS Change Chapter 202, Sections 7-12: Katie Hickman

Commissioner Hickman said she had her SAS change. Nothing really changed on the first page. In section five she added an ampersand to be consistent. The big change was to change the

Clubs and Organizations Minutes

Tuesday, November 21, 2017

Page 10

commissioner duties. Commissioner Gomez and Raquel were the only ones who sent her their duties. They had until next Tuesday when she meets with a senator to get the change moving. Restructured section seven to include all the duties and made a subsection for sports and rec. In section eight is the recognition of clubs and orgs and it was adjusted to be in line with the CSE website. That continues onto the next page. Chapter 402 changes funding manager to assistant director, and in section 505. She will meet with Senator Mah on gov ops next Tuesday

Commissioner Adams said she didn't want to do in chapter 402 section 3, changing the assistant director too

Director Desamero said they can't do that because it goes through budget and finance

Commissioner Hickman said she changed the name, she can't change where it was located because that was the level of pay. They couldn't make that change. Let her know if there are more duties to include. Email her by Monday night

Commissioner Adams said for the record, he was working on the diversity coalition and would love to add that.

Director Desamero said throughout the year they would make procedural manual edits and some people wanted to start councils. That wouldn't be solidified in time so they might have to edit it later

Commissioner Hickman said if there are other things that change, she can do the SAS change because she knew the process.

2. Spring 2018 Club Fair: Katie Hickman

Commissioner Hickman said January 26 4-7 pm was the club fair. Block out your afternoon. The signup sheet went out yesterday and 55 clubs signed up. She would send out more emails to bug them before winter break. It was open to clubs that were not fully recognized because a lot of clubs can't get recognized without 10 members and this allows them to meet new members

Commissioner Gomez said Raquel had an idea to make a club here table

Commissioner Hickman said she talked to Damato about clubs that do performances, like musical therapy and mariachi. When she meets with the Joe she will see if there is space to put up a performing area to showcase a club. She met with Inkblot last week and had a work order in for club fair. The first proof would be on Tuesday.

3. New Club Workshop: Noah Adams

4. Hybrid Undergraduate/Graduate Clubs: Jared Desamero and Jarrett Damato

iii. Year-Long Projects:

1. Funding Tracker: Luke Bittar

2. Internship Program: Luke Bittar

Director Desamero read Commissioner Raquel's report into the record: I would love to work with Assistant Director Bittar on this project as I have some ideas regarding what we could with our interns to prepare them for the position!

3. Inactive Clubs: Patrick Gomez

Commissioner Gomez said he was contacting clubs but they got into a plateau. He had two more emails. With the audit, he was working on that with Intern Young, and they were looking over renewal and how to start a new club to improve it and make it easier.

Director Desamero said he also have Caspio edits, he would send that in an email because they were trying to update text for Caspio with the ADA spreadsheet onto the application. He also added a section for nonrecognized clubs and a reminder to use this year's spreadsheet. He planned on adding the new spreadsheet.

4. Sports Council: Keenan Raquel
5. Universal Funding Manual: Keenan Raquel
6. Club Sports Manual Update: Keenan Raquel
7. Impact Report for Clubs and Orgs: Katie Hickman
8. Connect Service Clubs with Non-Profits: Brooke MacNeill
9. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams

Commissioner Adams said he was finishing the listerv. He was still meeting with clubs and working on their first meeting in the spring.

10. Club Resources Accountability and Policy Change: Jared Desamero
11. Puzzle Event: Brooke MacNeill
12. Budget Expansion Analysis: Luke Bittar and Jared Desamero
13. Service Club Council: Brooke MacNeil
14. Processes Audit: Patrick Gomez

iv. Department Initiatives:

1. clubLead

Director Desamero said they wanted to start having a discussion on Club Lead soon. Asked about having a brainstorming session outside of meeting. He would send out a poll for people to meet up and talk about what they can do to change club Lead

Director Desamero read Commissioner Raquel's report into the record: I have contacted the Office of Civic Engagement but they have not responded. Either it is a no go or I plan to go into the office to directly talk to them about our project.

2. Club Retention Program
3. CSF Outreach to Clubs

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS*

- a. The Director of Clubs and Organizations, Jared Desamero, will give his report.
 - i. General updates from the Director regarding the Department.
 - ii. Communications from the President, the Senate, and other officers of ASUN.
- Director Desamero said he mentioned the ADA accessible spreadsheet. He sent that out to the list serve but they couldn't discuss it. Asked if they had any comments

Commissioner Gomez said would he find refreshing him on it

Director Desamero said it went back to ancient times with no color on the spreadsheet, some tables were redesigned. It had three tabs now. It had all of the club information in one tab. It still had drop downs to select, but also the approved amounts are on the same page. The funding request tab only had the sale for food and nonfood items. It would only affect Luke because it changed the amount of time between travel for each one. Central station was mostly the same. Riley from tech said this was fine and could be uploaded whenever, and central station was also okay Did they need more time to look at it. He would resend it out. He was working on the capital fund application. Asked about club resources

Commissioner Wang said she was sending out a survey to include club resources.

Director Desamero asked when they would get the results for that

Commissioner Wang said when the survey was approved

Commissioner Gomez said this was an ASAP thing

Director Desamero said if they wanted a resource, what would it be.

Commissioner Gomez said he was still going to look into some items. Could they hold off

Director Desamero said he could submit and process the items he had already and have a second run to get those items later

7. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS

Assistant Director Bittar said he would work on the tracker over break. He would love to have Commissioners Gomez and Raquel help with the intern program so he would delegate that out to them. Happy birthday Rachel

8. REPORT OF THE COMMISSIONERS*

a. The Club Commissioners will each give their report.

i. Keenan Raquel, Sports and Recreation

Director Desamero read Commissioner Raquel's report into the record: The Club Sports Manual Update is practically done. We are just passing it through pro-staff and once they all approve it, I will upload the new one online. Sports Council is going great, Associate Director Koeckes will be coming in during our last meeting to talk more about Branding, Marketing, and the Wolf Shop. She said she is bringing reps from the Wolf Shop to address our questions, so if any of you guys are interested in what they have to say, feel free to stop by!

ii. Katie Hickman, Greek Life / Social & Political Involvement

Commissioner Hickman said she would have commissioner duties at a later date but there would be a meeting ahead of time and a meeting to debrief club fair

iii. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education

Commissioner Gomez said what a great meeting! If you guys had questions from clubs about funding or anything, he could help out with Intern Young to see how to fix things and make it easier

iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering

Commissioner Wang said she was sending out a club survey about what resources they wanted and an evaluation of how they like the commission so far, including generic questions about the commission, communication, and funding. It was a feedback survey about funding for clubs and resources. If they check these, a new box will show up. She asked what they would want more funding to towards and what items they would want ASNU to provide. This was sent to Damato because he was working on a mini survey about resources. That would be her last project. Was assuming that her job was opening up soon

Director Desamero said that wasn't her fault. They needed to talk about the timeline for the interview since he wanted to include her. Damato would handle that side. James already filled out the termination paperwork. The Job post was controlled by central station

Secretary Godoy said it was controlled by human resources and they take forever

Commissioner Gomez said happy thanksgiving

v. Brooke MacNeill, Faith Based / Service & Community Outreach

vi. Noah Adams, Campus Life / Multicultural & Diversity

Commissioner Adams said he met with Magic TCG the other day to go over funding. They emailed about logos and who owns what as far as the athletics department owning the Razor Back Wolf.

9. APPROVAL OF MINUTES

- a. September 23rd, 2017
- b. September 28th, 2017
- c. October 17th, 2017
- d. November 2nd, 2017
- e. November 9th, 2017
- f. November 14th, 2017
- g. November 17th, 2017
- h. November 18th, 2017

10. REMARKS

11. STAFF REPORT(S)

Director Desamero asked how outreach was

Commissioner Hickman said clubs don't like to respond to her

Commissioner Wang said she had one more left and they were ignoring her now

Commissioner Gomez said one person got back to him and it was worrying him that clubs would have to get back onto the inactive list

12. PUBLIC COMMENT

Commissioner Hickman said thank you to the interns, happy birthday Rachel, Happy Thanksgiving, what a great meeting!

Commissioner Gomez asked if Wang could hold the gavel at the last meeting

Director Desamero said maybe

13. ADJOURNMENT

The meeting of the Department of Clubs and Orgs adjourned at 8:43 pm

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.