

**Western Washington University Associated Students
Activities Council**

Meeting Minutes for Monday, February 22nd, 2016

Non-Voting Members: Casey Hayden (Student Activities Advisor)

Voting Members: Israel Rios (AS VP for Activities), George Vadino (Club Representative), Alex LaVallee (AS Representative), Walter Lutsch (AS Club Coordinator), Bryce Hammer (Student at Large), Erin Johnson (Student at Large), Anujin Ganbat (Club Representative)

Absent: Ryan Roberts (AS Club Business Director), Nikola Bocko (Club Representative), Nicole Carroll (Student at Large)

Guests: Realia Harris (SASA), Hannah Flotlin (SACNAS), Claire Gaskins (SACNAS), Erica Eggeman (Tap Dance Club), Hannah Pascual (SASA), Meg Monsen (Swim Club), Jackie Delong (Swim Club), Alex McKiernan (Swim Club), Caroline Baber (Swim Club), Angela Barnick (Swim Club), Chloe Yugawa (Swing Kids), Vivian Edwards (Western Homeless Outreach)

Secretary: Jessi Navarre (Board Assistant for Club Committees)

Motions

AC-16-W-49 - Approval of the minutes of Activities Council meeting from 2-9-16 with the stipulation that the appropriate changes would be made. - **PASSED**

AC-16-W-50 - Approval of the amount of \$225 in the form of a Bookstore Donation to the SASA for their Heritage Dinner. - **PASSED**

AC-16-W-51 - Approval of the amount of \$3000 in form of a grant to WWU Swimming, \$2301 from Club Conference Funding and \$699 from Grants/Loans/Underwrites, for their conference trip. - **PASSED**

AC-16-W-52 - Approval of the amount of \$300 in the form of an underwrite to Tap Dance Club for their workshop from Grants/Loans/Underwrites. - **PASSED**

AC-16-W-53 - Approval of the amount of \$178 in the form of a grant to Western Homeless Outreach for use for their Be Our Guest Event from Grants/Loans/Underwrite. - **PASSED**

AC-16-W-54 - Suspension of the rules of operation. - **PASSED**

AC-16-W-55 - Movement of Swing Kids' request to an action item. - **PASSED**

AC-16-W-56 - Approval of the amount of \$1000 in the form of a grant for their spring event from Grants/Loans/Underwrites. - **PASSED**

Israel Rios, A.S. Vice President for Activities, called the meeting to order at 6:07p.m. February 22nd, 2016.

I. REVISIONS TO THE AGENDA

Rios said that To Write Love on Her Arms had asked to be tabled for next week.

II. APPROVAL OF MINUTES

Rios asked the council if there were any edits to make to the minutes.

Motion AC-16-W-49 by Johnson

Moved to approve the minutes of Activities Council meeting from 2-9-16 with the stipulation that the appropriate changes would be made.

Seconded: Vadino Vote: 6-0-0 **PASSED**

III. BUSINESS DIRECTORS REPORT

Rios said that they would skip the report in Roberts' absence.

IV. Bookstore Donation Requests

a. SASA (\$250)

Realia Harris said that they were requesting funds to get a basket of prizes from the AS Bookstore for their Heritage Dinner. She said that proceeds from the raffle would go to charity. Lutsch asked if there was a limit on how much a club could request from the Bookstore Donation Fund. Hayden said no. Hammer mentioned that SASA had already been approved for a \$25 Bookstore Donation Request a few weeks ago. Harris said that this request was to replace the other one. Rios said that they had already approved the other request and the council would need to retract that motion. He suggested approving this request for \$225.

Motion AC-16-W-50 by LaVallee

Moved to approve the amount of \$225 in the form of a Bookstore Donation to the SASA for their Heritage Dinner.

Seconded: Hammer Vote: 6-0-0 **PASSED**

V. ACTION ITEMS

a. WWU Swimming (\$3000)

Hammer asked for an updated amount left in Club Conference Funds. Rios said that he could not access that amount. LaVallee asked how many people were going. Someone said that the maximum was 14 people because of the amount of people they could fit in 2 cars. Rios asked what the out of pocket costs was. Someone said about \$300 per person was ideal, but they could go as high as \$400-\$500 per person. Lutsch said that other groups were also looking at using Club

Conference Funding. LaVallee suggested \$2700. Rios said that they had about \$2300 so the excess would have to come out of to come out of Grants/Loans/Underwrites. Hammer suggested taking all of the request out of Grants/Loans/Underwrites. Rio suggested against that since Grants/Loans/Underwrites is a more flexible fund. Lutsch suggested \$3000.

Motion AC-16-W-51 by Lutsch

Moved to approve the amount of \$3000 in form of a grant to WWU Swimming, \$2301 from Club Conference Funding and \$699 from Grants/Loans/Underwrites, for their conference trip.

Seconded: Hammer Vote: 6-0-0 **PASSED**

b. Tap Dance Club

Erica Eggeman said that they were requesting \$250 to bring a guest teacher for a tap dance workshop. She said they needed to pay the teacher as well as pay for the space they planned on using. LaVallee asked why they were renting the PAC Mainstage. Eggeman said that the Mainstage was the only space that had the floor they needed that could also house the number of people that planned on attending. Rios asked how much it was to rent the Mainstage. Eggeman said that it was \$50 for renting and an additional \$50 fee to pay a building manager. She said that they already had the space reserved and they would pay after the event via invoice. Hayden said they should up the request a bit in case labor was more than \$50.

Motion AC-16-W-52 by LaVallee

Moved to approve the amount of \$300 in the form of an underwrite to Tap Dance Club for their workshop from Grants/Loans/Underwrites.

Seconded: Hammer Vote: 6-0-0 **PASSED**

c. Western Homeless Outreach

Vivian Edwards said that there was a typo on the agenda and they were requesting \$177.03 instead of \$117.03. She said that the Western Homeless Outreach puts on an event at the beginning of every Dead Week called Be Our Guest where students guest community members into Dining Halls using their extra meals. She said that they had arranged for a police officer inside the meal halls for this day. Johnson asked if this even should become self-sustaining because it happened regularly. Rios said that bigger events that happen annually should work on becoming self-sustaining. LaVallee asked if they usually had a police officer on site. Edwards said yes. Rios asked how the event went last quarter. Edwards said that last quarter the Police Department accepted funding the club never received, so the event did not happen

last quarter. Hammer asked why a police officer was necessary. Hayden said that this event had reoccurred for 4 or 5 years. He said that the police officer not to observe or keep eyes on people that were homeless, but to instead insure everyone's safety since non-Western students would be in the meal halls. Lutsch said that he felt that this was a university event and it seemed like one department was just transferring money to another department. He said that it almost made more sense that this money was in the university police budget. Hayden said that without the police on site it would take them 2 minutes to arrive from when a call was made. Rios suggested that the club work towards sustainability.

Motion AC-16-W-53 by LaVallee

Moved to approve the amount of \$178 in the form of a grant to Western Homeless Outreach for use for their Be Our Guest Event from Grants / Loans /Underwrite.

Seconded: Vadino Vote: 6-0-0 **PASSED**

VI. INFO ITEMS

a. Swing Kids (\$1000)

Chloe Yugawa said that they were requesting \$1000 for their spring event. She said that the total costs would be \$2000. Rios asked what the event was. Yugawa said that every quarter they brought swing teachers in at the end of the quarter. LaVallee asked where the event would be. Yugawa said the MPR on campus to save on costs. Vadino asked why \$750 of the request was for t-shirts. Yugawa said they were getting 100 at about \$10 each. Hayden asked about the club paying for t-shirts. Yugawa said that she would not order t-shirts without collecting all of the funds first. She said that the t-shirts did not have a year on them so they would be used for years of come. She said that they would be selling shirts at the event and offering a lower price to those who preorder tickets to the event. Rios asked how many people were coming to the event. Yugawa said that their previous events had had around 100 people. She said this quarter the total expense was a little more because they were getting a live band. She said that she could only raise ticket prices so much to cover costs. Hammer asked how much tickets were. Yugawa said that presale tickets were \$10 for students and \$15 for non-students and at the door tickets would be \$15 for students and \$20 for non-students. Johnson asked if they had used any of their budget yet. Yugawa said no, but that they had the teacher for the event and the band committed.

Motion AC-16-W-54 by LaVallee

Moved to suspend the rules of operation.

Seconded: Lutsch Vote: 6-0-0 **PASSED**

Motion AC-16-W-55 by Johnson

Moved to move Swing Kids' request to an action item.

Seconded: Hammer Vote: 6-0-0 **PASSED**

Motion AC-16-W-56 by Johnson

Moved to approve the amount of \$1000 in the form of a grant for their spring event from Grants/Loans/Underwrites.

Seconded: Lutsch Vote: 6-0-0 **PASSED**

b. SACNAS (\$700)

Hannah Flotlin and Claire Gaskins introduced themselves. Gaskins said that they were having a movie night to raise funds for their club as well as go to a national conference in the Fall. She said that they had never asked for funds for that conference before. She said that they planned to host a movie night at the Pickford, which they already had reserved, and all of the money raised from the event would go towards taking students from the club to the conference because they could only afford to send one student last year. She said the event would be on March 6th. Flotlin said that the movie was titled Stand and Deliver. Gaskins said that the money was to pay for movie rights, somewhere between \$300-\$650. She said that the other \$50 was for popcorn. She said that t-shirts would come out of their own funds. LaVallee suggested doing the money for popcorn as a grant and the money for the movie rights as an underwrite. Hammer suggesting doing the whole request as an underwrite. Hayden asked if they were using the Pickford's concessions. Flotlin said that they were buying ice cream and popcorn. Rios asked if they had a popcorn machine. Gaskins said that they would find out for next week. Hayden suggested letting the Pickford know their plan for concessions. He also said that he wanted to make sure they were making enough from the event for their trip. He said that the council also needed to decide if this request was a grant or an underwrite. Lutsch asked how many people were going to the conference. Flotlin said they hoped to bring 5. Hammer said that if they had 70 at \$10 a ticket they would be breaking even with the request. Gaskins said that getting the movie rights would allow them to advertise with the movie title. Hammer asked if they could play the movie as much as they wanted once they had the movie rights. Lutsch said they had to get specific rights for that. Hayden said not necessarily and that it depended on the theatre, the movie, and how many times they planned on showing the movie. Hayden suggested talking to the Pickford to get the price of tickets down.

VII. Other Business

a. Name Change Discussion

Rios said that they would vote on this topic next week, but he wanted to discuss how they would be adding the name guidelines into their rules of operation. LaVallee said that he agreed that they should make a note in the rules for name changes and new clubs. Hayden said that they technically had to get approval from the board. Lutsch said that it should be in Activities Council policy for future generations. Hayden clarified that the procedure needed to be cleaned up and was more like a “how to” and the policy granted power and sets boundary. Rios said he would bring the rules of operation next week for the group to edit.

b. Club Conference Funds

Rios said that they were officially out of Club Conference funding. Lutsch said they should request more. Rios said that he would have to bring that up with the board. Lutsch said that they were running out of money in the Activity Council fund as a whole and there were many events that need funding in the Spring.

Israel Rios adjourned the meeting at 7:25pm.