



**Western Washington University Associated Students  
Ethnic Student Center Steering Committee**

Meeting Minutes for: Tuesday, January 26<sup>th</sup>, 2016

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**Non-Voting Members:** Abby Ramos (AS VP for Diversity), Ryan Roberts (AS Club Business Director), Alejandro Ibanez (ESC Marketing and Outreach Coordinator)

**Voting Members:** Tina Cha (KSA Steering Representative), Karen Liang (CSA Steering Representative), Vilay Lee (WHSa Steering Representative), Quyen Tran (VSA Steering Representative), Jona Akelipa (SASA Steering Representative), Jennifer Khuu (KhSA Steering Representative), Mitchell Thompson (NASU Steering Representative), Al Dowling (BSU Steering Representative), Hugo Sanchez (MEChA Steering Representative), Michelle Martinez (LSU Steering Representative), Gary Huang (FASA Steering Representative), Mele Mataese (HOH Steering Representative), Meron Knutzen (ACC Steering Representative), Edward Moreno (MISO Steering Representative)

**Absent:** Nate Panelo (Ethnic Student Center Coordinator)

**Guests:** Osman Olivera (AS Business Director)

**Secretary:** Jessi Navarre (Board Assistant for Club Committees)

### Motions

**SC-16-W-4** - Approval the minutes of 1-19-16 with the stipulation that all appropriate changes be made. - **PASSED**

**Abby Ramos, A.S. Vice President for Diversity, called the meeting to order at 5:07p.m. on Tuesday, January 26<sup>th</sup>, 2016**

#### I. REVISIONS TO THE AGENDA

#### II. BUDGET UPDATE

Ryan read off the chart.

#### III. APPROVAL OF MINUTES

**Motion SC-16-W-4** by Mataese of HOH

Moved to approve the minutes of 1-19-16 with the stipulation that all appropriate changes be made.

Seconded: Moreno of MISO Vote: 13-0-0 **PASSED**

#### IV. Other Business

##### a. Voting Rights for Club Business Director

Ramos said that even though the committee voted to give the AS Club Business Director, Ryan Roberts, a vote on Steering Committee the decision still had to go up to the Board of Directors. She said that there were some concerns and Osman Olivera was there to clear up some discrepancies. Olivera said that he would explain the situation from a neutral standpoint. He said that money was allocated to ESC was for the ESC to make decisions over. He said that the VP of Diversity, Ethnic Student Center Coordinator, and the AS Club Business Director are meant to be neutral voices. Moreno brought up that Roberts had a vote on Activities Council. Navarre explained that though Roberts had a vote on Activities Council that the VP for Activities also had a vote on the council unlike the VP for Diversity of this committee. Olivera asked for everyone's opinions. Roberts said that him not having voting was not necessarily bad. He said that Activities Council was very similar to Steering and having a vote would make him feel more involved, but he was impartial to the decision. Olivera said that Activities Council was unallocated, but Steering budget was already specific to ESC. He said that the money should be voted on by people who were a part of the ESC because the money is allocated for the ESC. Ramos said none of the Presidents of the clubs knew about the vote that was made and they disagreed that it should have passed which meant that the Steering Representatives were not bringing information from meetings back to their clubs. She said that Steering Committee would revote on the motion only if it was passed by the Board of Directors.

##### b. News Update

Ramos said that Presidents Council approved Blue Group as an official ESC Club. Moreno asked if they would have a Steering Representative. Ramos said yes. Lee asked what they were. Ramos said that the club was meant to support undocumented students.

##### c. By Laws Editing

Ramos said that the committee did not have anything to vote on that day, but she said that they were going to review the Steering Committee Bylaws and discuss any changes that the group wanted made. She read under Membership Responsibilities "Each Steering Representative is responsible for reporting to the ESC SC the activities of their club as well as sharing the information given during the ESC SC meetings to their respective club in order to foster open communication between the different organizations

within the ESC.” Knutzen summarized that reps were responsible for sharing information from committee meetings with club members. Ramos continued reading “If a Steering Representative is considered to not be fulfilling their responsibilities (attending steering and communications between club and steering committee), the advisor to the ESC SC or the VP for Diversity shall inform the respective club’s executive board. If the issue continues, the advisor to the ESC SC or the AS VP for Diversity may ask the steering representative to step down from their position. If a member misses more than three times in a quarter, the club will loss voting & proposal privileges until a meeting is held with the VP for Diversity and the ESC coordinator. If the Steering Representative is not able to make meetings due to class, they are allowed to assign a delegate for that quarter.” She explained that if a representative was not present for 3 meetings they would lose their voting rights and proposal privileges. Moreno asked for clarification if they were counted absent if they had a replacement for the club come in their place. Ramos said that they were allowed to use substitutes and doing so would not count as an absence. She continued reading “If a member is unable to attend a steering meeting, they shall inform the ESC Coordinator with at least 5 hour notice and having a club member in their place.” She said that this had changed to report to the VP of Diversity, herself, instead of the ESC Coordinator and the notice would be 1 hour. She continued to read “The ESC Coordinator/Activities Advisor shall serve as the advisor to the ESC SC (see the Associated Students Ethnic Student Center Committee Charge and Charter). The AS VP for Diversity shall serve as a non-voting chairperson of the ESC SC (see the Associated Students Ethnic Student Center Committee Charge and Charter).” Roberts noted, since Panelo had been out on leave, that there should be a designated person to stand in his place, maybe the ESC Program Coordinator or Clubs Program Advisor. Ramos said that she would bring that up. She read under Voting Rights “All ESC SC representatives have the right to one vote representative of the intent of their organization on the agenda item. If a representative was not able to share the item being voted on with their respective executive board that representative shall abstain from voting.” She said that normally items come as an info item one week and are voted on the next week so that Steering reps can bring that information back to their clubs. She said that a rep was supposed to abstain from voting if they did not bring the information back to their clubs. Roberts clarified that voting was meant to express the will of their respective club, not solely the voter’s will. Ramos continued “An ESC club may decide to give its executive board the authority to make ESC SC voting decisions on their behalf. In order for this authority to be given, it must be voted on by the general club membership with a majority of their members approving. This authority may only be given on a per quarter basis and must be renewed every quarter by the general membership with the same stipulations listed above.” She clarified that this meant the executive board could give a rep

permission to vote without bringing information back to their club. She continued "A Steering Representative may not present a funding request proposal to ESC SC and is encouraged to abstain from voting on action items that are considered biased." Roberts asked if this meant another member of the club had to come and present instead of the Steering Rep. Ramos said yes. She read under Funding Request and Processes "Funding from the ESC SC budget is limited to ESC recognized clubs. Funding request documents must be submitted a minimum of twenty-four hours in advance before the next meeting, or as set by the, for the request to be included on the agenda item for that week. When submitted, proposals will be information items the first week and action items (voted on) the next week. If an information item is moved into an action item by a 2/3 majority vote of the ESC SC during the first week, the request may not exceed \$1500, even when bylaws are suspended." She clarified that even if the rules of order were suspended the request voted on could not exceed \$1500. She asked how everyone felt about this stipulation. Sanchez said yes and he felt that such a large amount of funds should not be given out on such short notice. Moreno asked what percentage of the total \$1500 was. Roberts said 5%. Moreno clarified that this meant 5% of the total budget could be voted on without the representative having time to alert their club and see how the club thought they should vote. Navarre said that at Activities Council if the request was over \$300 the proposal had to return as an action item the next meeting. Roberts also said there was no stipulation regarding this limit per meeting so there could be multiple requests to a maximum of \$1500 each that would need the rules suspended. He said that the amount felt high. Moreno asked if a club could make multiple requests per meeting. Ramos said yes. Moreno clarified if the same club could break the rules of order multiple times in one meeting to vote on multiple requests. He said that this meant that more than 5% of the budget could be voted on without the clubs being made aware. He said that the wording should be more clear to include that the limit is \$1500 per meeting, so if there were multiple requests from one club the total should not exceed \$1500. Ramos asked if everyone felt comfortable with the cap of \$1500. Sanchez said that MEChA had a request the previous year that used this part of the bylaws. He said that their Steering rep was not communicating that they were not going to meetings and they needed a vote made with the rules of order suspended. Ibanez said the number was high for emergencies. Akelipa agreed. Lee clarified that Moreno's proposed stipulation only would take effect if the rules of operation needed to be broken in order to vote. Ibanez clarified as well that to break the rules of operation Steering would hold a vote and if members did not want to break the rules of operation in order to vote they could vote "no". Ramos added that the majority of votes had been "yes" for every request thus far. She said that this didn't mean requests didn't all deserve yesses, but she reminded the committee to be critical of the money they were allocating. She also recommended that the cap stay at \$1500, but she suggested

adding a stipulation that a club could break the rules of operation for up to \$1500 once per year. Ibanez said that this would be one emergency request. Knutzen said that that was a game changer. Moreno suggested per quarter instead of per year. He said that leaving the bylaw open though to breaking the rules of operation whenever a club wanted was risky and did not promote good procedure. Ramos said that they were also going to discuss the cap of \$2000. She asked how the club felt about per quarter as opposed to per year for emergency requests. Liang asked for clarification. Ramos said that in the case of per quarter a club could break the rules of operation in order to vote three times a year for up to \$1500. Khuu said that KhSA had to break the rules of operation because the last meeting of Fall Quarter was canceled. She asked in the case that they could only have one emergency request per year if that counted as their emergency request. Ramos said yes, but if they decided on once per quarter, since their request was voted on in Winter that would count as their Winter emergency request and they would still have an emergency request for Spring if needed. Navarre said that the more the committee broke the bylaws the less filled in clubs would be on what Steering was voting on. Roberts said that since there were now 16 clubs equal allocation would be \$1875 per club. He noted that since the cap for breaking the rules of operation for voting purposes was \$1500 that a club could request most of their funds for the year without the reps being able to bring that vote back to their clubs. Sanchez asked if their new cap was \$1875. Ramos said that had not yet been decided. Sanchez asked if money from ticket sales at heritage dinners went back into the Steering Committee fund. Ramos said yes, but that the amount that came back to the committee was pretty small. Akelipa asked how hard it was to change the bylaws. Ramos said it was up to the discretion of Steering Committee and they could add any point to the agenda to be voted on. Moreno asked where most of the ticket sales went. Ramos said that ticket sales went to paying back catering, event services, and so on. She said that once everything was paid off whatever was left came back to Steering Committee. Moreno asked if these event typically ran at a loss. Ramos said yes. Akelipa asked if enough money came back to the council if a club could up to \$1500 multiple times. Ramos said technically yes. Roberts said that Heritage Dinners were all run at a loss from what he could see. Ramos said that she encouraged each club to request money, but she wanted the committee to be cautious of fact that the money came out of student dollars. She cautioned the committee of breaking the rules of operation too often. Liang said that each emergency situation was different and she said that they should not add stipulations to limit that. Ramos said that they had "per year", "per quarter", and "up to the discretion of Steering". She said that these were not set in stone. Cha asked if they could have a week to bring this information back to their clubs and vote the following week. Ramos said yes. Sanchez asked if all clubs were allocated the same amount of funds. Ramos said that they had not decided yet. Sanchez

clarified through the ESC, not Steering. Roberts said that money in specific club accounts carries over from year to year.

## V. CLUB UPDATES

VSA- Pho night Wednesday at 5:30 at Pho 99

SASA- Joint meeting with CSA on January 28<sup>th</sup> in AW 304 and dance practice for their Heritage Dinner is every other week, the 4<sup>th</sup> and the 18<sup>th</sup> at 6:00, and there Heritage dinner is March 5<sup>th</sup>.

KhSA- Our Stories on February 20<sup>th</sup> at 5:00, location TBA

CSA- Lunar New Year event Saturday at 6:00 in the MPR

HOH- Trip to café and Hula Basics workshop that night at 7:30

WHSA- Valentines Day bake sale February 9<sup>th</sup> and 10<sup>th</sup> from 10am to 3pm

FASA- North West FASA Pageant at UW Tacoma this Saturday

MISO- Meeting have moved to Miller Hall 184

KSA- No General meeting that week

ACC- Trying to gain new membership

**Abby Ramos adjourned the meeting at 6:02 pm**