



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

Meeting Minutes for Tuesday October 13th, 2015

Non-Voting Members: Abby Ramos (AS VP for Diversity), Nate Panelo (Ethnic Student Center Coordinator), 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 (WWSA Steering Representative), Diana Nguyen (VSA Steering Representative), Realia Harris (SASA Steering Representative), Jennifer Khuu (KhSA Steering Representative), Mitchell Thompson (NASU Steering Representative), Edward Moreno (MISO Steering Representative), Sierra Flanagan (BSU Steering Representative), Hugo Sanchez (MEChA Steering Representative), Stephanie Sisson (LSU Steering Representative), Gary Huang (FASA Steering Representative), Brienna Kirkpatrick (HOH Steering Representative), Samrawit Tmnewo (ACC Steering Representative)

Absent: None

Guests: None

Secretary: Jessi Navarre (Board Assistant for Club Committees)

Motions

SC-15-F-07- Approval of \$606.84 in the form of an underwrite to the three ESC students attending the Oregon Students of Color Conference. - **PASSED**

Abby Ramos, A. S. Vice President for Diversity, called the meeting to order at 5:03p.m. on Tuesday, October 13th, 2015

I. REVISIONS TO THE AGENDA

Ramos added "How to Submit Forms to Council" to the agenda.

II. SUBMITTING FORMS

- a. Panelo explained that the submission of forms is through OrgSync. Ramos explained that that is where files are reviewed. Panoel said every form was available and submitted online. He explained that requests required a budget to be linked to the submitted form. He added that the template for the budget sheet needed to be copied into a new document before use. He explained that grants were full

amounts given to the club and loans had the intention of begin paid back to the council. He said that all requests that had been approved could be viewed on OrgSync as well.

III. DISCUSSION

a. Robert's Rules of Order

Ramos asked how the group felt about Robert's Rule of Order. Harris said that she was not aware of another system that could have taken its place. Someone asked how Robert's Rules worked. Ramos suggested that the committee could just use Robert's Rules during motions. Someone suggested condensing the wording to make the motions less formal so that people would not feel as hesitant to initiate motions. Panelo reminded the council that it was important to say who was making the motion and who seconded that motion for the sake of the record. Liang from CSA mentioned that people might not feel comfortable voting against the majority and said an anonymous vote would be beneficial. Ramos agreed and explained each voting member had been given a set of three cards "Yes", "No", and "Abstain" and that voting would be done anonymously through the counting of cards collected after a vote. Sanchez from MeCHA asked if the procedure would be the same every time. Ramos answered yes. Panelo suggested that the committee use the anonymous cards on a case by case basis. Sisson suggested that the committee use anonymous cards when the vote effects one club so that rifts were not created between clubs in discussion. Ramos clarified that the committee could only use cards during anonymous voting and not discussions. She also said that she would remake the procedure for motions to make the directions stream lined and clear. Harris asked about abstaining. Ramos said that one should abstain if the request was coming from your own club, but that one could also abstain if the participant did not want to be considered in the vote, if they had not made up their mind, or if they did not feel as though they had enough information.

b. ESC Policy

Ramos said that each Steering representative was responsible for reporting to ESC Steering meetings as well as reporting information from the committee back to their respective club. Panelo said that part of the responsibility of a Steering Representative was to have open communication between both their club and the committee. They went on to say a representative cannot miss more than 3 meetings or risk their respective club being denied access to Steering funds. Ramos added that President's Council also had a similar

attendance policy, but that council did not vote on many requests. She suggested trying to tie in President's Council and Steering Committee attendance to hold everyone to the same standards. Someone asked how Steering and President's attendance were related. Ramos said the idea was to hold both meetings to the same standard. She suggested penalizing excessive absences in President's Council with restricted access to Steering funds. Cha asked if there were a lot of absences during President's Council. Ramos said yes. Liang asked what President's Council did. Ramos explained they voted on ESC specific spots and had discussions on topics that effect the ESC. Someone asked if presidents had the option of having another member of their club stepping in for them during President's Council meetings. Ramos said yes. Kirkpatrick said that whenever the president of BSU could not make President's Council that she, as the Vice President, stepped in in their stead. Thompson asked for examples of specific penalties for absences. Ramos said that if three President's Council were missed that access to funds could be restricted. Liang asked if the attendance between Steering Committee and President's Council would be counted separately. Ramos said yes. Liang asked officers were the only ones who could fil in for President's Council. Panelo said that committees are great experience for everyone and that it did not matter whether a replacement was an officer. Ramos said that if notifications about absences need to be made at least five hours prior to the beginning of the meeting. Ramos said the policy used to be twenty-four hours advanced notice, but that she changed the policy to five hours. She said that she needs to be notified via Facebook or email about absences. She brought up Group Meet to remind everyone about a meeting. Harris said that she thought the app was good, but that her phone could not handle group messages. Ramos asked if Facebook reminders would be better. Panelo suggested sending out reminders through OrgSync. Roberts suggested downloading the OrgSync app. Ramos moved on and established Nate Panelo as the advisor to the committee. Panelo explained that every member had one vote on motions and the vote was to be made with the intent of the whole club. Ramos elaborated that in the week between meetings Steering Representatives should bring Information Items back to their respective clubs for discussion. Panelo said that if a representative was unable to bring said information up for discussion with the officers that that representative should abstain from voting. He clarified that items do not need to be brought to the attention of the whole club. Ramos explained that representatives need to be telling your club what was happening during Steering Committee meetings. She also explained that in order for a representative to vote without the consent of anyone else they need to have a formal vote for permission from their respective clubs. She

said that everyone could vote, but a presenter is encouraged to abstain from the vote of their own request. She said that funding from Steering budget was limited to ESC clubs and that requests need to be submitted by Monday at 5pm to be included in Tuesday's agenda. She said that requests start as information items and then move to action items the following meeting to be voted on. She explained that if something was an info item is below \$1500 the request can be moved to an action item with 2/3 majority vote. She said that requests \$1500-\$2000 must be presented 3 weeks before the date of their event. She said that the committee cannot fund retroactively. Panelo explained that retroactive funding meant that Steering Committee cannot refund what has already been spent. Roberts clarified that the committee could refund a reimbursement if the club states that they are going to spend funds before they do so. Ramos said that Steering funds were meant for programming, not donations. She said that contact with the ESC Coordinator should be made prior to request. She said that clubs may request up to \$2000 over the course of the academic year. Someone asked if this cap was rigid or if towards the end of the year they could bring up extra proposals if there were left over funds. Panelo said the committee could consider on a case by case basis. Someone asked if left over funds transfer over into the next year's budget. Ramos said no and that left over funds go to the AS reserves. She also mentioned that if not all of the budget is spent there was a risk of having the budget shortened for the next year. Someone asked if their club still had to attend Steering Committee once they reached their \$2000 cap. Ramos said yes. She added that there was a difference between funding a large trip that benefitted say eight individuals as opposed to a heritage dinner which benefitted around 250 people. She explained that Steering Committee funds are students' dollars and emphasized benefiting the students with their own money. She asked the group if they wanted to have a new policy on travel funds, such as having a club fundraise half of their travel budget. Someone agreed that if a request solely benefits a club or a limited amount of individuals that they would appreciate if their club fundraised and shared the financial burden. Harris asked if the policy would change with different costs. Ramos asked if the fundraising would always be half or a set amount. Someone suggested funding 25%, not to exceed \$500 or something along those lines in order to make funding fair for those requesting small amounts. Someone said that a policy like that could hurt smaller clubs that cannot fundraise as easily. Ramos tabled the discussion.

IV. INFORMATION ITEMS

- a. Oregon Student of Color Conference

Ramos said that she had updated the budget to include food. She said that the request was for \$819.84 for three ESC students. She said that the request covered travel, food, registration, and housing. She said that the request came out to \$273 per student. Someone asked about the total number of attendees. Ramos said that there were seven students attending, but that the request was funding for the three ESC students. Roberts recommended reconsidering the food portion of the request because whether the attendees were here or at a conference they would be consuming food. Ramos said that the conference was providing food all day for the Saturday of the event and one meal Sunday and she requested food funding for Friday and the end of Sunday which was not covered by the conference. Roberts said that Activities Council abstained from funding food. Ramos said that the reason she put funding for food was to make the conference accessible to everyone. She said that food costs could put strain on low income status and often that status was tied to students of color. Panelo said that the travel policy stated that self-generated funds could be used for food for activity travel. Someone asked if students could raise their own money. Panelo said yes. He explained that if the travel was for business travel then food may partially be able to be funded. Ramos changed the request to \$606.84. Someone asked how to apply for the conference. Ramos said that the application would be opened up the following week and that no attendees had been chosen yet.

Motion SC-15-F-07 by Flanagan of BSU

Moved to approve \$606.84 in the form of an underwrite to the three ESC students attending the Oregon Students of Color Conference.

Seconded: LeeofWHSA Vote: 13-0-1 Action: **PASSED**

b. Food for Steering and President's Council (\$1000)

Ramos explained that she was requesting for funding to have food a Steering Committee meeting. She clarified that not every meeting would have food and that it would be up to the committee to decide how they wanted to decide which meetings had food. Someone suggested having food at random meetings. Roberts said that that could be problematic. He explained that he is on campus for long hours and carries the food he needs with him and he would like to know how much food he would have to carry Tuesdays. Harris said that the committee could make the process random without making it a surprise. Panelo suggested letting everyone know in advance. Someone suggested having a notice one day before. Ramos suggested having every third week or every first meeting of the month to provide food. Panelo said they should table the request for the next meeting.

This Information Item will be voted upon next meeting as an Action Item.

V. CLUB UPDATES

WHSa- Lee said that they were having a bake sale the following week.

FASa- Huang said that their heritage dinner tickets were now on sale for the following weekend.

MEChA- Sanchez said their club was making plans for Dia de los Muertos.

Abby Ramos adjourned the meeting at 6:03 pm

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