



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

Meeting Minutes for: Tuesday, October 6th, 2015

Non-Voting Members: Abby Ramos (AS VP for Diversity), Nate Panelo (Ethnic Student Center Coordinator), Ryan Roberts (AS Club Business Director)

Voting Members: Tina Cha (KSA Steering Representative), Karen Liang (CSA Steering Representative), Vilay Lee (WHSA Steering Representative), Diana Nguyen (VSA Steering Representative), Realia Harris (SASA Steering Representative), Jennifer Khuu (KhSA Steering Representative), Edward Moreno (MISO Steering Representative), Sierra Flanagan (BSU Steering Representative), Stephanie Sisson (LSU Steering Representative), Mele Mataese (HOH Steering Representative), Gary Huang (FASA Steering Representative), Mitchell Thompson (NASU Steering Representative), Hugo Sanchez (MEChA Steering Representative), Meron Knutzen (ACC Steering Representative)

Absent: Alejandro Ibanez (ESC Marketing and Outreach Coordinator)

Guests: Guest from KSA

Secretary: Jessi Navarre (Board Assistant for Club Committees)

Motions

SC-15-F-08- Suspension of the rules of operation. - **PASSED**

SC-15-F-09- Approval of \$65 in the form of an underwrite to WHSA for transportation and parking. - **PASSED**

SC-15-F-10- Suspension of the rules of operation. - **PASSED**

SC-15-F-11- Approval of \$390 in the form of a grant to KSA. - **PASSED**

SC-15-F-12- Approval of the amount of \$800 in the form of a grant for the purposes of providing food for Presidents' Council and Steering Committee. - **PASSED**

Abby Ramos, A.S. Vice President for Diversity, called the meeting to order at 5:19p.m. on Tuesday October 27th 2015

I. INFORMATION ITEMS

a. WHSA (\$55)

Ramos said, in regard to the request, that the committee was only covering gas expenses and parking pass. Lee said the money would

have gone towards transportation for the Hmong New Years Celebration in Seattle. She said that the participants would be covering all other expenses like food. Panelo asked if any of the AS Vans were available. Lee said the club had already tried to reserve them, but could not for unspecified reasons. Tina Cha asked how many vehicles the club needed for the trip. Lee said that they were taking one van. Jennifer Khuu asked how many members were attending. Lee said that there were seven members using the car, but fifteen total attending. Ramos clarified that the funding was for the members using their own car. Hmong New Year's Celebration in Seattle. Panelo asked Lee would prefer the committee to suspend the rules of operation because the time frame of the request was pertinent. Lee said no and that the club would have been okay with a reimbursement. Ramos asked why the total was specifically \$55. Lee said that the parking was \$15-\$30 and the other \$25 was designated for the tank of gas. Moreno asked if \$25 was enough for gas. Lee said yes. Ramos said the trip was 88.3 miles and they should be getting \$38 dollars for gas. Moreno asked if it's 88 miles one way. Ramos recalculated to get \$77.70 for round trip. Lee said they did not need that much. Ramos asked how much they thought they needed. Guest said that on trips with KSA they club will fill up the van, then fill up again after the trip and get reimbursed for the difference. Roberts said that the money also went towards wear and tear. Lee restated that they did not need that much funding for gas. Ramos said they could do reimbursement for what they did end up spending. Moreno asked if the committee could fund parking as a grant and gas as an underwrite. Roberts suggested doing the entire request as an underwrite so that excess funds would have returned to the committee. Lee explained that their goal was to use as little money as possible and only fund what was necessary. Ramos asked how much a parking pass was. Lee said that parking would have cost \$15-\$20 for all day, but she said that the club would get to the event around 10pm for they might not be able to get parking close. Roberts asked what the date of the event was. Lee replied that the event was on the 7th of November. Roberts said that parking might be free. Karen Liang said last year they had went late and were able to find parking but it was farther away from the event. Guest asked if they had other supplies that they were bringing. Lee said that WHSA was taking a survey and booth as well as costumes. Khuu added parking in Seattle was only free on Sundays. Panelo said according to policy the request for gas should be \$34. Ramos said they could move the request to an action item by suspending the rules of operation. Moreno asked if the request was underwrite. Roberts said yes. Lee asked for clarification on what an underwrite was. Ramos said whatever funds were not used went back to the committee. Lee asked what would happen if they spent over the requested amount. Ramos said that the club would not be covered for excess spending. A Guest from HOH asked if they could raise the

requested amount just in case. Roberts reminded everyone to use their last names.

Motion SC-15-F-08 by Moreno of MISO

Moved to suspend the rules of operation.

Seconded: Sanchez of MEChA Vote: 14-0-0 Action: **PASSED**

Motion SC-15-F-09 by Cha of KSA

Moved to approve \$65 in the form of an underwrite to WHSA for transportation and parking.

Seconded: Moreno of MISO Vote: 13-0-1 Action: **PASSED**

b. KSA (\$390)

A Guest from KSA requested funds for performers for the KSA Heritage dinner that were not available locally. Panleo added that a professor was offering help the event in their spare time without accepting payment. Ramos said that the budget that was submitted was blank. Guest clarified that they were getting items from Korea online, which made the costumes and shipping more expensive. Sanchez asked if the costumes would stay with the stay with the club after the event. Guest answered yes. Moreno asked where KSA was planning on storing the costumes. Guest said that they had arranged to store them in the ESC. Moreno asked if the costumes were delicate. Guest said that they were not delicate. Karen Liang asked how much KSA planned on requesting for their heritage dinner. Cha said yes and that the total of both requests should not exceed the \$2000 cap. Ramos clarified that some cultural clubs were not under the ESC and would need to get funding from Activities Council. She asked if the request was time sensitive. Cha said yes because the ordering and shipping process from Korea would take longer than usual.

Motion SC-15-F-10 by Harris of SASA

Moved to suspend the rules of operation.

Seconded: Mataese of HOH Vote: 13-0-1 Action: **PASSED**

Moreno asked if costs were subjected to change. Cha said no. Knutzen asked if the costumes came in all sizes. Cha said yes, that the material was adjustable. Sisson asked if the funding covered shipping and insurance. Cha said that shipping was covered, but not insurance.

Motion SC-15-F-11 by Harris of SASA

Moved to approve \$390 in the form of a grant to KSA.

Seconded: Flanagan of BSU Vote: 12-0-2 Action: **PASSED**

II. ACTION ITEMS

a. Food for both Steering and Presidents' Council (\$1000)

Ramos said that she was proposing \$750 because they request was being made half way through the quarter. Moreno asked why that amount specifically. Ramos said that \$750 was an estimate. Panelo agreed that \$750 sounded like a good amount. Sanchez asked if the other \$250 stay within Steering Committee's budget. Panelo said yes. Lee asked if the \$750 was coming out of Steering Committee's budget. Ramos said yes. Moreno said that \$186 dollars off was the correct amount. Ramos suggested \$800 as a total request. Ramos moved on to talk about deciding when the committee wanted to have food. She suggested every second or third meeting of the month. Panelo suggested first meeting of the month. Roberts suggested every other meeting. Ramos agreed. She moved on to dietary restrictions and asked everyone to write dietary restrictions down and give them to her. She announced that the new request was for \$400 for both meetings.

Motion SC-15-F-12 by Moreno of MISO

Moved to approve the amount of \$800 in the form of a grant for the purposes of providing food for Presidents' Council and Steering Committee.

Seconded: Mataese of HOH Vote: 13-1-0 Action: **PASSED**

III. Update on ESC renovation

Ramos said that during Presidents' Council they had split into groups and discussed the ESC renovation ideas. She said that they discussed whether or not the ESC needed 1700 square feet as well as other questions. She said that she had drafted a letter to send to the university to be reviewed by Bruce Shepard, the Vice Presidents, and the Bookstore. She said that the letter was still a draft. She said that the Steering Reps should bring the letter back to club and discuss thoughts with the other members. She said that they should send a petition around at club meetings and sign if in agreement with the letter's proposition. She said that the following Monday they were scheduled to take pictures to demonstrate the ESC's 52 person capacity. She offered to come into club meetings to answer questions. She said that they had two weeks to look over the letter and that she would be sending the letter to the university for review on the 9th of November. Thompson asked when they planned to fill the ESC. Ramos said the following Monday and that she'd send out an email reminder with the time. Harris asked if there were any other places discussed for the new location of the ESC besides the Bookstore. Ramos said yes, that they had discussed keeping the ESC in the VU and moving it to the 6th floor and

taking out the Café. She also mentioned the options of moving to the 5th or 7th floor. Cha asked where the Bookstore would go if the ESC took that space. Ramos said there was not a definite plan for where the Bookstore would move to. She said that the Bookstore and ESC could swap places and put the Bookstore on the 4th floor of the VU. She also suggested putting a wall up in the Bookstore and dividing the space between the Bookstore and ESC, keeping the merchandise small and towards the back. Panelo said a consultant was coming to assess the Bookstore for its size compared to other universities of a similar size. He said the ESC was requesting the whole Bookstore. Sanchez said if there were other options if their request for the Bookstore was rejected. Ramos said no, but that there was a meeting in Miller Hall 506 that Monday to discuss the possibilities. She said that they did not necessarily plan on taking no for an answer. Sanchez asked what extent they were planning on going to. Ramos said that they could plan marches. Harris asked if they could submit feedback if they could not make it to the meeting. Ramos said to email her with feedback or talk to the President of their club. Cha asked if Carver Gym was an option. Ramos said planning for Carver Gym was set 8 years ago so it was not an option. Moreno said that he did not care what the top half of the Bookstore was but that the bottom half should remain accessible. Ramos said definitely affects all students. Huang said can go on Facebook page. Panelo said that they planned on using the Facebook page as a forum and a way to get information out to the public, but that they planned on changing the name of the page first. Ramos said she had already made a Facebook page but it was set to private. A guest from HOH suggested splitting the Bookstore between books and the ESC, making the ESC the top two floors and moving merchandise downtown because it was not vital. Ramos said that it was not their job to figure that out, but that it would be nice to voice an opinion.

IV. Other Business

V. CLUB UPDATES

BSU- Flanagan said they were planning a Black Ball instead of a Heritage Dinner.

HOH- Mataese said that they were planning on voting on a possible name change soon.

SASA- Harris said that they were having elections for three open positions.

KhSA- Khuu said they were having a “talk” in the PAC in January with speakers.

MEChA- Sanchez said that they were having a celebration week with LSU leading up to Dia de los Muertos celebration at Whatcom Community

College with free food and entertainment provided by Western's new Mariachi club.

KSA- Cha said that they were having a Liberty North Korea event and November 13th would be their Korean BBQ costing \$6 a person.

MISO- Moreno said that their Art Walk was being pushed to Winter Quarter.

VSA- Nguyen said they were having a joined Halloween meeting with LSU, KhSA, and WHSA in the Miller Hall fish bowl the following day at 6:30pm

FASA- Huang said that their regular meeting was moving and was happy with how their Heritage Dinner went.

WHSA- Lee said that their meeting was also moving. She said that their bake sale went well. She said that their next bake sale would be November 12th. She said that their College Night would be on the 21st of November in Kirkland.

Abby Ramos adjourned the meeting at 6:05 pm.