



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

Meeting Minutes for: Tuesday, November 17th, 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 (WHSA Steering Representative), Diana Nguyen (VSA Steering Representative), Realia Harris (SASA Steering Representative), Jennifer Khuu (KhSA Steering Representative), Mitchell Thompson (NASU Steering Representative), Sierra Flanagan (BSU Steering Representative), Rosa Sanchez (MEChA Steering Representative), Michelle Martinez (LSU Steering Representative), Gary Huang (FASA Steering Representative), Savannah Jackson (HOH Steering Representative), Meron Knutzen (ACC Steering Representative)

Absent: Edward Moreno (MISO Steering Representative)

Guests: Guest from VSA

Secretary: Jessi Navarre (Board Assistant for Club Committees)

Motions

SC-15-F-17- Approval of the amount of \$1050 in the form of an underwrite to VSA for their trip. - **PASSED**

SC-15-F-18- Approval of the amount of \$205 in the form of an underwrite to WHSA for College Night. - **PASSED**

Abby Ramos, A.S. Vice President for Diversity, called the meeting to order at 5:07p.m. on Tuesday, November 17th, 2015

I. REVISIONS TO THE AGENDA

Ramos said that there was a mistake on the agenda and that the WHSA request for \$205 needed to change to a VSA request for \$1050. Panelo also wanted to add a discussion on Lenard Jones to the agenda. Lee corrected that the WHSA request had yet to be voted on and requested that it stay on the agenda.

II. SURVEY

Ramos wanted to check in to see how the committee was going and what the committee thought needed to change. She also wanted to give anyone that opportunity to run a meeting if they desired. She also asked for a vote on if the committee wanted to meet the week before Thanksgiving and / or during Quiet Week.

III. ACTION ITEMS

a. VSA \$1050

A guest from VSA said that they only had ten people which affected the number of rooms they had to book from the hotel. Panelo asked if they could fit five people per room. Richardson said the limit was four per room. Ramos mentioned that there were only two beds permitted per room due to fire code. Lee reminded the council of the \$2000 cap. Richardson asked if they could keep the amount at \$1050 and do an underwrite instead of a grant for \$950. Ramos said yes. Liang asked for clarification on how much they would be requesting for their heritage dinner. Richardson said that \$1000 was what was planned.

Motion SC-15-F-17- by Harris of SASA

Moved to approve the amount of \$1050 in the form of an underwrite to VSA for their trip.

Second: Lee of WHSA

Vote: 12-0-1

Action: **PASSED**

b. WHSA (\$205)

Lee said that they were requesting money for college night on the following Saturday, November 21st. She said that they request was for the funding of transportation and food. She reminded the council that they had received a Bookstore Donation of \$200 for the raffle prizes already as a thank you gift for participants.

Motion SC-15-F-18- by Thompson of NASU

Moved to approve the amount of \$205 in the form of an underwrite to WHSA for College Night.

Second: Flanagan of BSU Vote: 11-1-1

Action: **PASSED**

IV. DISCUSSION

a. Club Business Director Membership

Ramos said that Ryan Roberts does not and that herself and Panelo do not and will not. Ramos said that she felt that Roberts' role did not require a vote on the committee. Navarre explained that Roberts did have a vote on Activities Council. She explained that regardless whether

Roberts gets a vote he should be placed on the agenda as having a “Club Business Director’s Report” where he would go over how much money the committee had spent and how much they had left. She added that this was the procedure for Activities Council. She explained that adding his role to the agenda as well as adding the written budget to the agenda sheet itself would help the committee keep track of spending. Ramos said that Panelo could also serve the same function. Panelo said that giving Roberts a vote on the committee could give him incentive to come to meetings. Harris asked if coming to Steering Committee meetings was in his description. Ramos said yes. Cha asked why it is in his job description. Ramos said that he makes sure the committee is sticking with policy. Panelo said that he also updates funds that the committee has spent. Ramos asked if they wanted to vote on the motion or table the motion and bring the information back to discuss with their clubs. Lee suggested tabling. There was unanimous agreement.

V. LENARD JONES

Panelo said that Lenard Jones worked for catering. He said that for past heritage dinner ESC clubs have asked for funds from Lenard Jones for between \$1000-\$2000. He said that Jones wanted to make sure that funding requests could get in to him early January to secure funding. Lee asked if the process was the same as ESC funding requests. Panelo said that the application was different, but that there were steps online. Khuu asked if what their club should do if they did not know if they were going to use Aramark for their Heritage Dinner. She asked if they should still fill out a request. Panelo said yes, just in case, but urged the club to warn Lenard Jones that funds may be given back. Ramos reminded them that you needed to meet with Jones one on one before approval. Lee asked if Jones granted funds to more than one Heritage Dinner. Ramos said yes. Sanchez asked if a club can ask for funds more than once. Panelo said that that situation would be unlikely.

VI. Other Business

Ramos asked everyone to anonymously vote on if they wanted to meet during the weekend before Thanksgiving break and/or Quiet Week.

Lee asked for clarification if their request was an underwrite or a grant. Panelo explained that if there was no specification when the motion was announced that the motion becomes an underwrite and extra money comes back to the committee. He explained that motions usually state the activity they are going to fund so if the funds were approved for a specific activity they can only be used towards what is stated in the motion. He said that Steering Committee funds were meant for events and activities that improve and enrich the community versus the individual since they

are funded by the student body. He added that funds cannot be used towards donations because they are student funded.

Panelo moved on to talk about Steering Committee's \$2000 request limit and how it was not in policy. He said that the cap was a guideline. He said that they could put the \$2000 request cap into policy or Charge and Charter. He explained that there was a difference between equitable and equal. He said that last year Steering Committee went over budget by \$2143.16 before the budget settled. Liang asked about the amount after it was settled. Panelo said that the budget came out positive in the end. Ramos asked if the budget could be cleared through reserves. Panelo said yes, but that procedure was frowned upon. Ramos added that if the committee ends in the negative that those who create the budget might see a need to increase the budget for the next year. Sanchez asked how long the budget had been \$30,000. Panelo said that the budget was \$28,000 or \$26,000 two or three years ago. Knutzen asked how much the committee had already spent this year. Panelo said they had spent between \$6000 and \$7000 so far. Cha asked if a club can request more than \$2000. Panelo said technically yes. Ramos said that the \$2000 cap was written in the bylaws. Cha asked what happened if there was still events to plan after the \$2000 cap. Lee expressed concern about more active clubs versus newer clubs. She added that WHSA was a new club and they were not sure how much they would be budgeting for the year as opposed to older more established clubs with more experience to look back on. She said that she was concerned if there was sufficient funding for everyone and providing the same funding for all clubs regardless of activity level. She asked if there would be security if everyone went over budget. Ramos said that clubs have the ability to raise money themselves as well and Steering Committee was to help and support. She gave the idea of a preference list at the end of the year for clubs that have and have not reached \$2000. Panelo said that in the past that clubs have not wanted to exceed budget and the budget had come up positive. He said that if the committee continuously comes up positive that the Board might subtract that amount from the budget allocated for the next year. He also said that excess funds from underwrites come back and that he wanted to make sure all funds go towards their intended purposes of supporting the community instead of returning to reserves. Panelo said he would come next meeting with the breakdown of past years.

VII. UPDATE ON ESC RENOVATION

Ramos said that four members did not want to meet before Thanksgiving Break, four members did not want to meet Quiet week, and four members did not want to meet either week. Panelo said that there should be a meeting before winter break. Ramos asked everyone to vote for one week or the other. The majority voted for meeting during Quiet Week. Ramos

reminded the group that if a representative could not make a Steering Committee meeting that they always had the option of sending a replacement.

Ramos said that the following day at 7pm in ESC renovation work group to decide logistics on the forum coming up.

VIII. CLUB UPDATES

KhSA- Khuu said that they were going to have a flag football game that night at 9pm.

ACC- Knutzen said their Thanksgiving event was Saturday the 21st.

CSA- Liang said they were having their annual dumpling night Saturday the 21st at 5pm in Edens.

SASA- Harris said that Saturday the 21st they would be hosting their event celebrating Diwali.

VSA- Nguyen said that they went to their annual Northwest event and they won for the 6th time.

WHSА- Lee said that their College Night would be Saturday the 21st in Kirkland.

Abby Ramos adjourned the meeting at 6:02 pm