



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

Meeting Minutes for: Tuesday, November 3rd, 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), 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), Meron Knutzen (ACC Steering Representative)

Absent: Alejandro Ibanez (ESC Marketing and Outreach Coordinator)

Guests: Guest from VSA

Secretary: Jessi Navarre (Board Assistant for Club Committees)

Motions

SC-15-F-13- Suspension of the rules of operation. - **PASSED**

SC-15-F-14- Approval of the amount of \$1065 in the form of an underwrite to SASA for their Diwali event. - **PASSED**

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

SC-15-F-16- Approval of \$200 in the form of an underwrite to ACC for their event. - **PASSED**

Abby Ramos, A.S. Vice President for Diversity, called the meeting to order at 5:02p.m. on Tuesday, November 3rd, 2015.

I. REVISIONS TO THE AGENDA

Ramos said that she was adding discussion on Ryan Robert's membership on the committee. She reminded the committee how to fill out a budget request form. She expressed that forms should be made viewed instead of private so that she would be able to view them as well.

II. INFORMATION ITEMS

a. VSA (\$1050)

A Guest from VSA that their club was going to a conference in Oregon. They said that the request was transportation and lodging. They said that lodging would cost \$750 for the hotel rooms necessary to house the participants and \$100 per car they were planning to drive down. He said that the conference provided two meals for the group. Ramos asked how much registration was. He said that registration originally cost \$30, but was now up to \$45. Lee asked how many cars they planned on taking. The guest answered three at \$100 per car. Cha asked if they were also planning a heritage dinner. The guest said they plan to have enough funds to do both. Liang asked how many participants were going to the conference. The guest answer twelve. Ramos asked how the club was decided who got to go to the conference. The guest said that officers were selecting participants based on interest level. Ramos asked is they had an application process. The guest answered that they did not think an application was necessary because they planned on being able to bring everyone who showed interest. Moreno asked for VSA to update the committee on the process they planned to use for selection of participants.

b. SASA (\$1065)

Realia Harris said that SASA was planning on having an event for Diwali. She described the event as a huge holiday celebrated mostly in India. She said that they were requesting money for food, advertising and miscellaneous items such as decorations and henna. She said that they hoped not to charge an admission fee, but wanted to have a donation box. She said that \$1000 was a lot of money and specified that if SASA had a heritage dinner that they planned on collaborating with Students for Sustainable Food. Ramos asked when the event was. Harris answered November 21st. Ramos asked if they had enough time to advertise. Harris said yes and that word of mouth can spread quickly and henna was a huge bonus for guests. Ramos said that it was too late to use the publicity center for promotion. Sanchez said that they had done advertising through Office Depot and Whatcom. Flanagan asked if this event was a substitute for a heritage dinner. Harris said that they were planning a smaller heritage dinner for later in the year and that the dinner would be dependent on a partnership with another club like Students for Sustainable Food. She stressed that they wanted to put the focus on this event. Moreno asked if they were doing catering through Aramark. Harris said that she had looked into it, but could not put in a request until Steering Committee funding was approved.

Motion SC-15-F-13- by Moreno of MISO

Moved to suspend the rules of operation.

Seconded: Sanchez of MEChA Vote: 13-0-1 Action: **PASSED**

Motion SC-15-F-14- by Thompson of NASU

Moved to approve the amount of \$1065 in the form of an underwrite to SASA for their Diwali event.

Seconded: Flanagan of BSU Vote: 13-0-1 Action: **PASSED**

c. WWSA (\$205)

Lee said that WWSA had been around two years, but this would be the this year for the event. She said that they were planning on doing a College Night. She said that WWSA alone was producing the workshops and handouts. She said that the request was for food, transportation, and printing. She estimated about 45 attendees. She said that workshops would describe how to apply for college, scholarships, and financial aid as well as resumes and cover letters. She said although the main target of the event was the Hmong community that the event was open to all. She said that the goal of the event was to encourage potential students of the Hmong community to apply for college and provide them with tools to do so. Cha asked about food for the event. Lee said that they had planned on ordering pizza because it was easy and fast. Ramos recommended having other options. Sanchez asked where the event was being held. Lee said that that the event would be held at the Kirkland Heights apartment complex. She explained that they need funds for transportation to be able to get to Kirkland. Flanagan how they planned to advertise. Lee explained that they planned to advertise at Hmong New Years in Seattle wherer there would be over a thousand people as well as reaching out to Hmong youth groups. Cha asked about the drivers. Lee said that one was not, but that that driver was a volunteer through the ESC. Panelo asked what the date of the event was. Lee said they planned for Saturday November 21st from 4-8pm. Moreno asked if the request needed a buffer incase gas was more expensive than estimated. Lee explained that they were requesting ten extra dollars as a buffer and asking for the request to be an underwrite so that extra funds would come back to the committee. Navarre asked about the raffle portion of the event. Lee explained that they had already received funds from Activities Council to put on a raffle at the event. She explained the raffle was to encourage more people to turn out and that the raffle would be free.

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

d. ACC (\$200)

Knutzen said that ACC was hosting a Thanksgiving dinner for the African Caribbean Community parents and kids. She explained that turkey would cost \$90, premade from Costco, food like potatoes and stuffing would be \$30, drinks would be \$20, plates and utensils would be \$20, and decorations would be \$30 for a total of \$200. She estimated about 50 people at the event. She said that the event was planned for November 21st. She explained the event was mainly for adopted children so they planned on having games and they had already contacted those attending. Ramos asked where the event would take place. Knutzen said that they planned to have the event in a room on the 4th floor of the VU. Pabelo said that if the turkey was from Costco that the order would need to be a reimbursement because the committee did not have a purchasing order with Costco. He mentioned that they did have a purchasing order with Fred Meyer. Sanchez said that he had time to look into pricing. Khuu asked if \$200 was enough funding for the event. Knutzen said that they were asking participants to bring other food as a potluck as well. Nguyen asked if this was the first year to host such an event. Knutzen said that this was the first year. Nguyen asked how they decided to host this event. Knutzen said that ACC wanted to connect with their community and remind the kids invited to the event that they have cultural support. Roberts asked if they investigated university policies on potlucks. Pabelo said that the majority of food needed to be from the community. He also said that the group could not cook inside of the building.

Motion SC-15-F-15- by Lee of WHSA

Moved to suspend the rules of operation.

Second: Flanagan of BSU Vote: 12-0-2

Action: **PASSED**

Motion SC-15-F-16- by Sanchez of MEChA

Moved to approve \$200 in the form of an underwrite to ACC for their event.

Second: Moreno of MISO Vote: 13-0-1

Action: **PASSED**

III. Update on ESC Renovation

Ramos said that the next day there was going to be a last minute meeting at 10:30am and 11:15am in the Bookstore and ESC respectively. She said that those meetings were a chance to talk about the Bookstore square footage and know what the ESC needs. She expressed that this was a chance to discuss what the ESC needs in terms of location and space.

She said that that evening at 8pm there would be a photo taken of the ESC demonstrating how many students actually fit in the ESC. She emphasized that they needed as many people as possible. Pabelo added that in the next weeks they would be talking to a task force. He said that they would

be inviting the community of Western into the conversation. He said that the Facebook page would be public the following day.

Ramos explained that voting membership in Steering Committee included all Steering Reps and that herself and Nate Panelo did not have voting rights. She said that Roberts, the Club Business Director, did not have a vote. Roberts said he was impartial, but noted that he gets a vote on Activities Council. He expressed that having a vote on the committee would make him feel more involved, but that he understood if he did not receive a vote. He said that he felt as though he had an intimate understanding of budgeting and came to the committee with a unique perspective. Harris said she felt that Roberts' was involved even though he did not vote. Lee asked if the conversation could be tabled for the next meeting to give them time to think about the topic. She also expressed an appreciation for Roberts' opinions. Cha asked if they would need to change the Charge and Charter if Roberts gained a vote. Ramos said yes and that a new Charge and Charter would need to be approved by both Steering Committee and the Board of Directors. Moreno asked why Roberts had a vote on Activities Council. Panelo said that it was really up to the particular council or committee on voting. Roberts said his position was originally an assistant and now the position has changed to a director and that changed his positions vote on Activities Council.

Ramos mentioned that the next day at 8:30am there would be a meeting about search for a university President on the 6th floor of the VU. She said that it was meant for students to express their opinions and share a voice.

IV. Other Business

V. CLUB UPDATES

BSU- Flanagan said that she was the director for Memoirs this year and noted that auditions were approaching. She also noted that speakers for Memoirs are of marginalized communities.

WHSa- Lee said that Saturday the 7th of November they would be going to Seattle to celebrate Hmong New Year. She also noted that the 12th and 13th of November would be WHSA's autumn bake sale. She also reminded the group that their College Night was November 21st.

SASA- Harris had their election last meeting and filled in open spots in their leadership. She noted that they also created a position for a Freshman Representative.

KhSA- Khuu said that they were planning on having a comedy night on Monday from 7-9pm.

CSA- Liang said that they were having their annual dumpling night on November 21st.

KSA- Cha said that they had elected two freshman officers.

MEChA- Sanchez said that they had elected officers and that Dia de los Muertos went well. He said that their regional monthly meeting in Yakima.

HOH- Kirkpatrick said that they were planning on a name change to either HOH or PISA Pacific Islander Student Association in the hopes of being more inclusive.

FASA- Huang said that the Pilipino Olympics were taking place at Central that year on that Saturday and they planned on attending from 10am-6pm. He said that they were also planning a candlelight visual.

Abby Ramos adjourned the meeting at 6:01 pm