



## Western Washington University Associated Students Ethnic Student Center Steering Committee Meeting

Tuesday, October 9, 2012

Voting Members: ~~Present:~~ ACC - Niya Bordley, BSU - Shayla Humphrey, CSA - David Kirchmeier, FASA - Devina Ramolete, HOH - Kelly Hanabusa, LSU - Eva Ochoa, MEChA - Hayley Penor, MISO - Christina Dawson, NASU - Felipe Espinoza, QPOC - Gabe Barnów, SASA - Shahron Chaudhry, Hung Le - VSA ~~Absent:~~ ~~KUSA~~

Advisor: Nate Panelo

Chair: Deng De Duot

Co-Chair:

Finances: Assistant Business Director

Secretary: Mayra Guizar

Guests:

### MOTIONS

SC-12-F-1	Approved \$3,600 for the Filipino-American Student Association Heritage Dinner on <u>October 27, 2012.</u>
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**Deng Duot, A.S. Vice President for Diversity, called the meeting to order at 5:16 p.m.**

#### I. REVISIONS TO THE AGENDA

*None*

#### II. INTRODUCTIONS

Today is the first Steering meeting every Tuesday 5 PM until 6:30. In case of emergencies or any changes Deng Duot will let club representatives know ahead of time. Nate Panelo introduces that in this committee, all members will be getting the basic knowledge of what's going on with funding so that all representatives can go back and inform their clubs. Panelo then explains that this committee will only have the responsibility approving funds, allocating money out of the Ethnic Student Center (ESC), and making sure that that the funds allocated for ESC clubs gets as close to zero as possible by the end of the year.

#### III. PARLIAMENTARY PROCEDURE INTRODUCTION -

Nate says that the committee will be using parliamentary procedures to run the meetings and every week, the members will also receive an agenda in their binders. It starts with information items and that means it's not voted upon until the following week when it then becomes an action item. Duot tells all members to look at the parliamentary procedures and says that an easier one can be provided by him if needed. Panelo says it's important for everyone to speak freely and to not feel like they cannot ask any questions. He says that the use of parliamentary procedures is professional and will help us.

#### IV. BYLAWS & CHARGE AND CHARTER -

Duot goes over bylaws and the Charge and Charter. He says that everything is the same except it has been shortened. He then asks if anyone has questions on Charge and Charter. Nate asks if everyone knows about missing at least 3 meetings, then that club's account will be held. So for the clubs that aren't

here today, that is their first strike. Nate says someone else can come and sit in their place; it's the responsibility of the club not the person. Deng says everyone is accountable because this was asked for. He states that he understands that everyone has school, but to make accommodations for it. Duot then talks about voting and explains that Michael, himself, Panelo, and Mayra will not be voting. If there is a tie, on the other hand, there will be voting from their part and most likely it will be from him.

## **Y. TRAVEL JUSTIFICATION -**

Panelo talks about what to do if a club wants to travel and go to a conference. If any club needs funding for travel, the document is in each club's binder. Directions on how to do that is also on that sheet. University won't entertain some things for example an event. If clubs are going to travel the Expenditure Request should be in three weeks before the event for required travel. Le asks if being refunded is a possibility if there's a short term notice where it's too late to turn in an Expenditure Request. Panelo says that clubs might not get funded back from using their own money, which would be a risk. Even with receipts, reimbursement isn't guaranteed. Panelo says that there are vans you can reserve but you would need approval and if clubs want to use their own vehicles, they would need approval as well. It's simple and is an online test but you do need to get it in prior to the trip. Duot offers to send link. Nate adds that it's on the AS website. Panelo clarifies that expenditure request and funding request are two different things. Expenditure Requests are the initial way for clubs to get money for anything. Clarifies that it's not just for travel, it's for everything.

## **VI. FINANCIAL REPORT -**

Duot adds that some clubs do things early in the year and some do at the end. He talks about how he wants distribute the \$24,000 equally within the 13 clubs. Duot says that all this money is all ours and that it all benefits WWU. He says that as a committee they will look for more ways to get more money. Gabe Barnów asks what process should be taken if they believe a club is asking for too much money. Duot responds that if this happens, that's when you make an amendment to the motion for the club to get less money allocated for what it is they're asking funding for. Swift says that that is what these meetings are all about, to decide on how much and where this money should be distributed. Deng and Panelo then discuss how loans, underwrites and grants work. Panelo says that with a loan, the club would then have to pay back everything. Even if that club didn't make enough out of an event, which means that certain club would be in debt. An underwrite means that once the club has an event, they can pay as much back as they can, and that money will come back to be reallocated to other clubs. A grant is money that is given to a club and it's not expected to be paid back at all. Panelo says that this committee normally works with underwrites. He says the goal for this year is to try and get as close to zero as we possibly can by the end of the year. Swift adds that if there's constantly \$5,000 left over, then it will be taken away for the following year. Duot says that if anyone has any further questions about anything, to go ahead and ask.

## **VII. INFORMATION ITEMS - Steering Representatives**

### **A. FASA**

FASA asked for \$3,600 for their event for this fall quarter for a Heritage Dinner Budget. As a committee last year they passed the motion, but what they didn't know is that they couldn't allocate money from last

year's funds for this year, and they just assumed they could and now their event is in three weeks. With this, Panelo grants FASA to be an action item today because there's not enough time for it to be an action next week since their event is so soon. Espinoza would like to comment for them to continue working on their food. David Kirchmeier from CSA comments that this should not be permitted to happen again. Duot says it wasn't something that could be taken care of because it was something that was supposed to be handled last year. Nate says that we want to set accountability, but this is a special occasion. Nate says he feels horrible. Espinoza asks if we will be keeping track of how much each club spends. Nate says that will be his job and for President's Council. Espinoza says it should be a fair opportunity. Panelo explains that the price for FASA's event is set the way it is because you're not only paying for the food, you're also paying for the experience.

**MOTION ESC-12-F-01** by *Felipe Espinoza*

**Approve \$3,600 for the Filipino-American Student Association Heritage Dinner on October 27, 2012**

Second: Gabe Barnów Vote: 10-0-1

Action: **PASSED**

#### **VIII. OTHER BUSINESS-**

*None*

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 6:30 P.M.**