



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

Tuesday, October 8, 2013

Voting Members: *Present:* ACC -Jaleesa Smiley, BSU - Ajane Burnley, CSA -Jessica Chong, FASA - Glen Nguyen, KhSA -Ryan Chiu, KSA -Connie Cho, LSU -Jacqueline Chavez, MEChA - Diana Cervantes, MISO -Felipe Espinoza, NASU -Nick Courtney, QPOC -Talia Towery, SASA -Nardeep Kaum, TSA -Glaio Weerakan, VSA -Nam Nguyen, *Absent:* HOH and JSA

Advisor: Nate Panelo

Chair: Mayra Guizar

Finances: Assistant Business Director

Secretary: Sheridel De Vera

**Mayra Guizar, AS Vice President for Diversity, called the meeting to order at 4:08 p.m.**

### **I. REVISIONS TO THE AGENDA**

### **II. INTRODUCTIONS of committee members**

### **III. GENERAL AGENDA OUTLINE**

Guizar reviewed the community guidelines which sets the tone of steering committee. The Steering Committee members are responsible to abide to use inclusive language, attempting to show up on time in order to get out on time, step up step back (try not to dominate conversations and give others the opportunity to step up), be respectful of everyone's ideas, turn off phones or not be on your phone when other people are talking and limit side conversations.

### **IV. PARLIAMENTARY PROCEDURES INTRODUCTION**

Mayra Guizar said that the committee will be using Parliamentary Procedures to mn the meetings and it will be happening every week.

Motions:

"I (from club) move to approve \$ for their event from (grants/loans/underwrites)."

"I ( from club) second."

Chair then counts votes. (One vote per club)

"In favor, opposed, abstaining"

### **V. BYLAWS/ CHARGE AND CHARTER**

Guizar went over AS Bylaws and the AS Charge and Charter. The binders contain a page which states funding requests document deadlines in order to be in the agenda. Guizar states that Sheridel De Vera will send messages to the clubs requesting funding that their documents were received. Another representative from the club (besides the steering representative) needs to be at the meeting to present their reasons for requesting for funds and to answer any questions.

Nate Panelo stated that the ESC has new bylaws for this year. He wants to make sure that the Steering Reps are responsible for knowing what their jobs entail. Each club must have a Budget Authority and Steering Representative. There are Mission Statements and Charge & Charters for

each club. Panelo encouraged clubs to review the documents. ESC clubs have \$30,000 to distribute within the 16 clubs. Panelo does not want the ESC clubs to be fundraising a lot since there is the Steering Committee Fund. There will be money coming back when clubs make tickets sales. Guizar stated Steering Committee is a way for clubs to share information with the campus. The Public Relations Coordinator, Teena Thach will be taking the information from the meetings and posting it on the ESC weekly blog. Nick Courtney aseds that if that people find another officer to attend meetings if they will be late or absent. Panelo said that if a club misses three steering meetings in a quarter, the club cannot be involved in the voting process. Guizar says that it is okay that to be late if it is communicated to the Chair and doesn't happening frequently. The ESC Steering Committee will not grant any form of retroactive funding (or funding after the event). A club cannot go to a conference and come back and ask for more money. Panelo said that he is trying to get the clubs back to a zero balance if possible. He said that instead of giving retroactive funding, a club can fundraise after the fact to help bring their club amount back to zero.

## VI. FINANCIAL REPORT

Taylor went over the ESC Steering Committee Funding Requests. Because of the new changes, the ESC Coordinator and the Assistant Business Director are willing to help with the funding requests. Felipe Espinoza asked what a club would do if the club wants to put on an event in November. Guizar states that the new request process will be in full effect during Winter Quarter and clubs will receive wiggle room when it comes to the new process for requesting funds for this quarter. Panelo said that the officers can collaborate on funding request, however the budget authority needs to sign off on the e-sign form. Guizar said that any officer, excluding the Steering Representative can propose a funding request to the committee. Th Panelo said that Sheridel De Vera will be the one contacting Steering committee members when they will be presenting their funding requests.

Grant: Money a club is allocated that isn't expected to be paid back.

Loan: Money is allocated to the club with the expectation that 100% is given back to Steering.

Underwrite: Money is allocated to the club with the expectation that if they make a profit, Steering will get back X amount (Ex: \$ from ticket revenue).

## VII. CLUB UPDATES

### African Caribbean Club

Jaleesa Smiley said that ACC will have their first meeting will be next Wednesday, October 16<sup>th</sup> at 6pm VU 464. ACC also made a Youtube page which will be updated every two weeks.

### Black Student Union

Ajane Burnley said that BSU will have their 2<sup>nd</sup> meeting at VU 464. They will also be having a Bowling Night on October 25<sup>th</sup>.

### Chinese Student Association:

Jessica Chon said that CSA will be having their 2<sup>nd</sup> Meeting on Thursday at 5pm. They will also be having a Dumpling Night soon but they do not have a final date yet.

### Filipino American Student Association

Glen Nguyen said that FASA will be having their 2<sup>nd</sup> meeting tomorrow at VU 464 at 7pm. FASA is also thinking about having a Krispy Kreme fundraiser but does not have a final date.

### Hui O' Hawai'i- No Updates

### Japanese Student Association- No Updates

**KhMer Student Association**

Ryan Chiu said that KhSA will be having a Bowling Night with BSU on October 25<sup>th</sup> and they are also thinking about having a dance in the upcoming months

**Korean Student Association**

Cho said that KSA will be getting crew neck shirts this quarter and will be having a bake sale on vendor's row on October 16<sup>th</sup> and 17<sup>th</sup>. KSA will also be doing flag football intermural with CSA. They will be hosting an event 'Liberty North Korea' in the beginning of November.

**Latino Student Union**

Jacqueline Chavez said that LSU's 2<sup>nd</sup> Meeting will be today at 6pm in the ESC.

**Mixed Identity Student Organization**

Espinoza said that MISO will be tabling with NASU at the Social Issues Resource Center Kick Off in the VU 464.

**El Movimiento Estudiantil Chicano/a de Aztlán**

Diana Cervantes said that MEChA will be having their 2<sup>nd</sup> meeting tomorrow at 6pm in MH.

**Native American Student Union:**

Courtney said that NASU will have their 2<sup>nd</sup> meeting in MH 135 Tuesday at 6pm. On Saturday November 2<sup>nd</sup> they will be having a 'celebrating heritage' panel and discussion with their dinner.

**South Asian Student Association**

Nardeep Kaur said that SASA will be having their first meeting tomorrow at 6pm AW 203.

**Thai Student Association**

Glao Weerakan said that TSA will be having their 2<sup>nd</sup> meeting today at 6pm. They will also be having a Menchie's Fundraiser tomorrow.

**Queer People of Color**

Talia Lowery said that QPOC will be having their meetings on Wednesday at 6:30pm MH 114. There will also be a potluck at Talia's and Christina's house instead of a meeting.

**Vietnamese Student Association-** No Updates

**VIII. OTHER BUSINESS -**

'Girl Rising' presented by Women Studies, Woodring and International Studies is showing on October 11<sup>th</sup> at 6:30 pm.

**THE MEETING WAS ADJOURNED BY ACCLAMATION AT 5:03 P.M.**