



Western Washington University Associated Students
Activities Council

Meeting Minutes for Monday October 3, 2016

Non-Voting Members: Casey Hayden (AS Club Advisor)

Voting Members: Walter Lutsch (Club Representative), Corey Godfrey (Student at Large), George Vadino (Club Representative), Mikhail Jackson (AS Club Hub Business Director), Isabel Lin (Student at Large), Alex LaVallee (AS VP for Activities), Jessi Navarre (AS Club Hub Representative)

Absent: Anuka Ganbat (Student at Large), Leanna Sauerlender (Student at Large)

Guests: John Slugg (Lonboard Club), Tommy You (FASA), Nick Borkowski (Eating With Heart), Hanna Webster (Eating With Heart), Krista Mantello (Education Abroad), Dabin Park (Circle K International), Izzi Lavallee (Students for the Salish Sea), Liam Todd (Students for the Salish Sea), Kai Griffin (Lonboard Club), Ryan Buchanan (Natural 20), Lung Le (VSA)

Secretary: Julia Rutledge (Board Assistant for Club Committees)

Motions

AC-16-F-01 - Motion to approve bookstore donation of \$100 to Education Abroad. - **PASSED**

AC-16-F-02 - Motion to approve bookstore donation of \$40 to the SIRC. - **PASSED**

AC-16-F-03 - Motion to approve bookstore donation of \$200 to FASA for their heritage dinner. - **PASSED**

AC-16-F-04 - Motion to approve bookstore donation of \$25 of Office of Sustainability. - **PASSED**

AC-16-F-05 - Motion to recognize Students for the Salish Sea as an AS club under the category of Environmental. - **PASSED**

AC-16-F-06 - Motion to suspend the rules of operation and move AS Pop to an action item. - **PASSED**

AC-16-F-07 - Motion to give AS Pop \$3,000 from the Large Event Opportunity Fund. - PASSED

Alex LaVallee, VP for Activities, called the meeting to order at 6:06 p.m. on October 3, 2016.

I. REVISIONS TO THE AGENDA

Lutsch moved to add WWU Longboarding to the agenda. He thought that they were on the agenda, so did Rutledge. Since they were present, Lutsch wanted them added to the agenda. LaVallee agreed and they were added as an information item.

II. PARLIAMENTARY PROCEDURES AND ROBERT'S RULES

LaVallee said that since it was the first meeting, they were going to use Parliamentary Procedures and Robert's Rules. He would meet with the new committee members to teach them. LaVallee also said that to be heard as a speaker, you should hold out your hand and he would add you to the speaker list.

III. BOOKSTORE DONATIONS

a. Education Abroad (\$200)

Kristen Mantello said that her office, Education Abroad, was starting a video contest this winter. They were looking for ideas for a prize to give. For their photo contests in the past they print the photo and give it to the student. Videos are different, so the former director Liz Grey suggested contacting the bookstore. They didn't know that coming through Activities Council was an option. They filled out the maximum request on the form. Mantello didn't know if this would be a yearly thing or not, and thought that \$200 might be quite high. She wanted multiple gift cards in \$40 each for the next few years. LaVallee asked Hayden to explain. Hayden said that you could come back multiple years, and you could break the request down into whatever number of gift cards you wanted. Mantello said that they were planning on having one winner, and \$200 was a lot for one student. She worried about being able to come back and asked for \$200 each year. Navarre suggested that having one \$100 gift card each year. They saw contests coming in asking for multiple gift cards. LaVallee asked if the contest was only open for students who travelled abroad, and Mantello

confirmed. She said that there were 600 students who had travelled abroad. Lutsch told her that more than gift cards could be requested from the bookstore, and that almost anything from the bookstore could be asked for in the form of a gift basket to award. LaVallee read aloud the rules for the contest rules, and Mantello said that the level of labor a student put into the video could vary. It was suggested to Education Abroad that there be an incentive to get students to join, since they were worried about low turn-out. With the photo contest there are categories, but the video contest is very open. Mantello said that there are guidelines that the videos have to abide by. The voting will be open to all Western students. Navarre asked how the council felt about the amount, \$200. Vadino asked if they were talking about a certain limit last year. LaVallee said the limit was \$200, and that Vadino might be thinking about the limit on travel expense. Godfrey said that \$100 was a better donation than \$200 for a single student.

AC-16-F-01. Lutsch motioned to approve \$100 in bookstore donation to Education Abroad.

Second: Vadino Vote: 7-0-0 Passed

b. SIRC Kick-Off (\$40)

LaVallee explained that the SIRC was having a Kick-Off, and they would like a donation in the form of \$40. Nobody was there from SIRC to represent, since Hayden told them that they didn't have to. Hayden explained that there would be several small door prizes. LaVallee read that the Kick-Off was open to all Western students. He asked for questions. Navarre asked if they would be given out at random, or if they would be picked up at tables. Hayden said that they were random, but anyone who came would have the chance to win.

AC-16-F-02. Godfrey motioned to approve \$40 donation to SIRC.

Second: Vadino Vote: 7-0-0 Passed

c. FASA Heritage Dinner (\$200)

Tommy You from FASA said that they were requesting \$200 in donations in the form of gift baskets, which they would auction off in a silent auction. All the money would go to a foundation that

helped Filipino families who suffered from national disasters. LaVallee explained that it's typical for ESC clubs to come to Activities Council ask for funds.

AC-16-F-03. Navarre moved to approve the amount \$200 in the form of a bookstore donation to FASA for their Heritage Dinner.

Second: Jackson Vote: 7-0-0 Passed

d. Office of Sustainability Fair (\$25)

There was no representative, so LaVallee read off that they were having an event called the Fair, which happened last year and might be becoming annual. It's a huge event, like a carnival. They wanted \$25 for a free door prize drawing. There were no concerns from the council.

AC-16-F-04. Jackson moved to approve the \$25 amount in the form of a bookstore donation for the Office of Sustainability Fair.

Second: Godfrey Vote: 7-0-0 Passed

IV. CLUB RECOGNITION

a. Students for the Salish Sea

Representatives: Liam Todd and Izzi Lavallee. Lavallee said that their club seeks to bring awareness of the decline of the Salish Sea to students through individual and group research, community outreach, advocacy and policy development to enact change, and partnering with similar Salish Sea advocacy clubs in colleges in the region. Navarre asked how much interest had been generated so far. Lavallee said there had been 15 people at the first meeting, and Todd said that there were 20 people at the second meeting. Their first event is tomorrow, October 4. They're doing phone banking for Shairlene LaClair, who is running to be a county representative. After that they are planning on going to the Outback for the Fall Environmental Club Kick-Off. Godfrey asked how long they had been having their meetings, and Lavallee said two weeks. Lutsch asked what kind of activities new members could expect. Lavallee said that they were working on several campaigns. One was trying to have the Nooksack River designated

as a Wild and Scenic River. They are doing petitions which would protect a quarter-mile of the Nooksack from logging, to protect salmon. They're also working on Bellingham Bay research to learn about local water quality. Todd said that they were helping Shairlane LaClair campaign, as she would be the first Lummi native in Olympia if elected. Navarre asked if she would be a speaker on-campus, since she saw that there was a speaker in her Public Speaking 101 class. Lavallee said that it might be someone else, a different Lummi tribe member. (Alex) LaVallee asked if the council had any more questions, and then asked Hayden to go back to the request form. The club's meetings are on Friday at 4 pm, in Fairhaven in room 426. There were no further questions.

AC-16-F-05. Alex LaVallee motioned to recognize Students for the Salish Sea as an AS club under the category of Environmental.

Second: Lutsch

Vote: 7-0-0

Passed

V. INFORMATION ITEMS

LaVallee explained that all the clubs asking for funding would be asked questions, which would help the clubs go and find more information. They would then bring the information back next week. Godfrey asked what the limit was to make it an information item versus an action item in the same meeting. LaVallee explained that it was \$300. He said that the council could move to suspend the by-laws and move an info item to an action item in the same meeting.

a. Circle K (\$500)

Representative: Dabin Park. Park said that they were requesting the funds to send their club members down to a conference at Mount Hood. They were going to seminars about interacting with each other and be more diverse. Park said that he went last year and they went on a ropes course. Godfrey asked to see the breakdown of the request form. LaVallee asked if the \$500 the club was requesting was going towards registration fee. Park said that they didn't know how many were going, but that 8 were confirmed. That was \$700, and transportation would cost about \$200. Some of the fees were being covered by the club, since they had funds in their club account. The \$500 requested would go into registration,

since they would have 8-12 people going. The exact cost is \$90. Navarre asked if they would have a confirmed number next week, and Park said yes. Godfrey said that the maximum amount, with 12 people, would be \$1,080. Vadino pointed out that it was less than \$100 per person, which was within the rules for club conferences. Godfrey asked that even if there were 12 people, the amount requested would still be \$500. Park said that they would request more, but would take whatever the council could give. Lutsch wanted a breakdown on what was going on during the event, since there was something confusing about the budget. LaVallee pointed out that with the club funds, the club could cover it themselves.

Park said that they had Circle K fees, and that they were working on several projects for the coming year. LaVallee asked when they paid the dues to Circle K. Park said that they would pay the fee, \$800, in October or November. LaVallee asked how they came up with \$500. Park said that \$500 seemed reasonable, but when he heard that the limit was \$150 per person, but he didn't think that it was necessary to ask for that much. Transportation would be covered by the advisors in the area. LaVallee clarified that \$150 was usually for airfare. LaVallee requested that Hayden run the numbers for taking out the club's contribution, which was erroneous on the form. LaVallee asked if the \$800 was confirmed, which left them with \$720. Godfrey said that the club would be left with \$800 in their account after the dues.

Godfrey asked when they were planning on procuring expenses for the public events. Park said that they were planning on that when they came back from the conference. Park said that all of their officers were going to the conference, and it would be a good time to plan and become a better team. Godfrey asked when they expected to get money from the fundraising. Park said it depended on the project, but they wanted to raise \$1000. He said they were hoping on fundraising as soon as they could, depending on the cost of the conference. After a few calculations, LaVallee said that the council's funds would cover \$62 for eight people out of \$500. Godfrey asked a question for the next meeting: if the attendance number changed, the council would like to know about it and why.

- b. Eating With Heart (\$578)

Representatives: Nick Borkowski and Hanna Webster. Borkowski said that on the weekend of October 21st and 22nd, their club was heading down to Portland Veg Fest, which was a vegan and vegetarian fair. He said that it was a good opportunity for people to be exposed to the vegan lifestyle. The money would be put towards transportation costs as well as lodging near the convention center. Webster went last year, along with 8 other people. They're anticipating more than that this year. Webster said that last year when she wasn't planning on going vegan, but after enjoying the vegan food there and hearing speakers, she decided to become vegan. She's been vegan ever since. She said that it was a very supportive community.

Their club had a meeting before this committee meeting, and about 15 people seemed interested. 10 people said that they were going on Facebook. Borkowski said that the maximum would be 20 people. He personally did not fill out the form submitted to OrgSync, so didn't know what hotel they had in mind. LaVallee asked when Veg Fest was, and they said that they were leaving on October 21st and coming back the 22nd. Hayden asked how much money they had, and they said they had about \$127. LaVallee asked if they would have an exact number, and Borkowski said that they would by next week. Navarre asked if the number of participants changed, would the number of rooms and transportation change? Webster and Borkowski agreed. The calculations on the form were for 20 people, but they were looking at about 15.

Navarre asked if they would bring the ideas from the fest back to the Western community in any way. Borkowski said that last year, they brought a speaker from the Factory Farm Awareness Coalition, whom they met at Veg Fest. Borkowski said that he tried to talk to people there to make connections. Webster said that they brought the ideas heard at Veg Fest back to their club to discuss.

Godfrey asked what vehicles they were using, since the numbers seemed a little off for driving to Portland and back. Godfrey suggested that when they confirmed who was driving, they tweak the gas numbers. Borkowski said that they would discuss this at their next meeting and come back to the council with a more accurate number. Navarre said that she wanted to know exactly what hotel they were staying at. LaVallee recapped that next week

they wanted a confirmed number of attendees, a gas number, and the name of the hotel so that there was an accurate price per room. Hayden suggested that Borkowski and Webster email those numbers to Rutledge.

c. Natural 20 (\$250)

Representative: Ryan Buchanan. LaVallee said that he sent Buchanan an email. As LaVallee understood the request, Buchanan was requesting \$250 to buy Dungeons and Dragons rulebooks. The problem that they were running into was that they needed community books, rather than depending on members to bring the books. LaVallee sent an email asking for a list of specific books and prices, which Buchanan sent. LaVallee said that he wanted an exact list of the books they were going to buy, so the council could give them a more accurate amount. If Buchanan had an exact number now, the information item could be moved to an action item. Buchanan said he had a list of ones they definitely needed: the core three books for Dungeons and Dragons, which were \$50-\$60 each. Their club also wanted additional funds to buy more books, since they didn't just play Dungeons and Dragons. Godfrey asked if Buchanan had specific required rulebooks for the other games, and how often per year they played the games other than Dungeons and Dragons and Pathfinder. Buchanan said that these other games were a lot more infrequent, as well as older versions of Dungeons and Dragons rulebooks. Godfrey asked for a price range on the older ones, and Buchanan thought that they might be \$40-\$50. LaVallee clarified that this could be an action item, but he wanted more specifics before the council voted. Buchanan said he would be find with coming back next week. Navarre suggested that Buchanan go back to his club and find which books would be most essential, and come back to council with the exact books and prices. Lutsch suggested that Buchanan make a list of the books they absolutely needed, and the books that they really wanted. LaVallee said that Buchanan talked about expansion packs in his email, and if the club ever wanted to come back to the council to request more funds for those, they were welcome to. Navarre asked how they planned on storing the books, and Buchanan said that they would live in the club closet. The president had allocated an official space in the club closet storage.

d. WWU Longboarding (\$2,000)

Representative: Kai Griffin and John Slugg. Slugg said that their club has been going to these trips for the last few years, and they would like to go to the Maui Challenge this year. They know where to stay and camp, so it would be more successful this year than last year. Griffin said that they were planning on bringing 12 people, all of them Western students. Griffin said that the request was in the form of a grant, but they wanted to change it to an underwrite. Navarre asked why some people were green and some people were yellow on the roster. Griffin said that it depended on if they were confirmed to go or not. Navarre asked if all those people would end up attending, and Griffin thought so. Those students were just monetarily uncertain.

Slugg said that they were holding try-outs this year, since there was a longboard club but they also wanted to have a subgroup: the downhill team. The try-outs were supposed to be October 3rd but were postponed so the officers could go to Activities Council. Godfrey asked the date, and Griffin said it was December 9-17. They had to pick a date range of 7-9 days between December 9th and 22nd. Godfrey also asked what airline they were flying through. Griffin said WestJet. Godfrey asked if the council had ever awarded a set amount per student, rather than a lump sum. Hayden said yes. Lutsch asked if the green meant that even if they weren't funded, they were still going on the trip. Griffin said yes. Lutsch explained that the function of an underwrite was to give money where the exact amount was uncertain. Navarre said that they could also give the money up to a certain limit. Godfrey was worried that the club might be given more money than they used, and continue to use that money for their club. Griffin mentioned that they forgot to add club funds to the budget, and it would account for about \$100. LaVallee asked if there was a fluctuation in the number of people attending. Slugg said that the number of students attending would most likely be between 10 and 12. Hayden told the council that in the past, Activities Council had determined that this same club would be funded under the University Resource Component, since the event was recreational in nature rather than a conference. Hayden said that transportation in Maui was paid for, but airfare to Maui was not. Slugg said that a few benefits for the club were exposure and an increase in membership. Slugg said that they were the first school who were doing a downhill team. Slugg said that for the school, it

provided student enrollment because students joined Western because of the Longboarding team. He said that it was not only a fun trip, but a good investment for the school.

LaVallee asked about potential liability or injury on the trip. He asked if participants signed waivers that gave Western “the old you can’t sue us kind of deal”. Griffin said that the previous year’s presidents had a lot of papers, such as liability waivers, to sign. Slugg said that several students had been hurt on the trip before, but they still came back. Lutsch asked in case something serious were to happen, did the club make sure that their members were insured. Slugg said that he believed everyone was insured, but he would make sure that they were. Navarre saw the \$329 price per participant, and asked if that was with the \$2,000 grant being applied. Griffin said that that was from last year.

Navarre asked what the burden was expected to be on each participant, what out-of-pocket cost. Slugg and Griffin said it was \$384 per person for the flight, and they contributed \$150 per person for gasoline and food. Godfrey asked for a clarification: with or without the council’s contribution. Griffin said that was without the council’s funds. Slugg said that without council funding, only five students would go and it would cost \$600 per person. Hayden added that medical supplies had been funded in the past. Godfrey asked for a clarification as to what the \$2,000 was paying for. Hayden explained that it was going to medical supplies, rental cars, gasoline, and registration. The registration was newly being asked for this year. Lutsch said that last year, about \$171 per person was funded from the council. Hayden added that with the registration, the council might view the funding differently. Competition funding and travelling is slightly different, since it brings prestige to the school.

Slugg added that every year, they do a video which would be split into four parts this year. It will be edited and filmed by a professional videographer. The four parts could be distributed to media sources, which would be easier to watch than one long video. Hayden reminded the club that they could only support travel for enrolled students. Slugg clarified that all those signed up were students, except for Michael Riverrà, the videographer and leader of the club last year. Navarre asked if the club did any sort of fundraising. Slugg said that they tried, and it sort of worked, but

the best sort of revenue was from outside sponsorships. Navarre asked if they had any sponsors, and Slugg listed their official club sponsors. Griffin added that some of the members were being personally sponsored. These donations from sponsors were included in the budget. LaVallee said that at the end of the activities council last year, there was some worry that Longboarding Club asked for slightly too much money. LaVallee said that if the council decided to fund 12 people with \$150 per person, the council would be giving the club \$1800. Godfrey pointed out that after removing the alumni, the price would drop. Navarre said that the club could be partially funded through a loan if the registration could not be paid for through sponsors or fundraising. Godfrey asked if they would have a definite number by next week. Slugg said probably. LaVallee said that that would be taken care of with an underwrite, so there wasn't too much pressure to have it all figured out by next week.

e. AS Productions/Pop Music (\$2,000)

Representative: Jonah Falk. LaVallee explained that Falk came to the council over the summer to request \$2000 from the Large Event Opportunity Fund and his request was approved. Since there were some new unexpected expenses, LaVallee had suggested that Falk return to the council to ask for more money. Hayden pointed out that the name of the performer should remain a secret, and the council discussed on whether or not to put the name in the minutes. Falk introduced the performers, and said that they were contracting with a local lighting company. Falk said that the cost was for \$1,400. He didn't realize that he was limited to two requests per year. He said that a sold-out show would still cost them \$10,000 and they needed an additional \$2,000-\$3,000. LaVallee explained that most shows were expected to lose money, but \$10,000 would be a little much. Godfrey asked if Falk had the same job as LaVallee did last year, and LaVallee confirmed. He said that there was a set budget for concerts per year. Navarre asked how much was given from the Large Event Opportunity Fund in the summer. LaVallee said it was \$2,000. Hayden said that they discussed a plan over the summer. Godfrey asked what the balance of the Large Event Opportunity Fund was. LaVallee said that it was replenished each year, and was currently at \$65,000. But \$5,000 was allocated to another office over the summer. With the funds for AS Pop this summer, it was currently at \$58,000.

Hayden explained what was used from the Large Event Opportunity Fund last year. Rutledge asked if what wasn't used one year was rolled over into the next one. LaVallee explained that student fees were put into several different funds. Hayden said that of that money, what is given to the AS trickles down into the Large Event Opportunity Fund. What's in the Large Event Opportunity Fund is what is left-over from AS funds. Godfrey asked for clarification if there was money still left over from last year after what was given away in the Large Event Opportunity Fund. Hayden confirmed. He also said that what wasn't used by ASP was given back. Navarre asked if Falk was still asking for \$2,000, or if he would like to bump it up to \$3,000. Falk said that he wanted to ask for either, based on what the council wanted to give him. Godfrey asked about what AS Pop was given last year, and Hayden said that \$22,000 was awarded to them, but that amount was given back in full when the act fell through.

AC-16-F-06 Lutsch moved to suspend the rules of operation and move the information item to an action item.

Second: Jackson Vote: 7-0-0 Passed

Lutsch said he would be comfortable giving the funds that were necessary, so long as the council didn't subsidize the AS Pop funds in the future. Godfrey responded that if they gave AS Pop more money now, they wouldn't have to ask for more money in the future. Lutsch countered that they couldn't ask for more money this year. Hayden corrected him that this was their first of two chances to ask for money from the Large Event Opportunity Fund.

AC-16-F-07 Godfrey moved to give AS Pop \$3,000.

Second: Jackson Vote: 6-0-1 Passed

VI. OTHER BUSINESS

a. Summer Club Recognition

LaVallee explained that over the summer, it was up to himself and Hayden, along with other AS Directors and the AS Board, to form a temporary Activities Council. The below clubs were recognized:

- i. Cyber Security Club
- ii. Western Veteran Community
- iii. SARA (Students for Anti-Racist Action)

- b. Summer Funding Approvals
 - i. WWU Queer Club for Pride Week
 - ii. Swing Kids for their quarterly dance
 - iii. Large Event Opportunity Fund: SIRC for a speaker and ASP Pop Music, which was supplemented during this meeting.

LaVallee said that next week there would be a budget report on the agenda, and a report from Business Director Jackson. The council members then introduced themselves to each other.

Alex LaVallee, VP for Activities, adjourned the meeting at 8:03 p.m.