

****Board Assistant Note: The recording from this meeting was partially lost. As such, the minutes were re-constructed to the best of my knowledge.**



**Western Washington University Associated Students
Activities Council**

Meeting Minutes for Monday, November 21, 2016

Present: Alex LaVallee (AS VP for Activities), Corey Godfrey (Student at Large), Mikhail Jackson (AS Club Business Director), Erin Johnson (Club Representative), Merrill Hunt-Paez (Student at Large), George Vadino (Club Representative),

Absent: Isabel Lin (Student at Large), Jessi Navarre (AS Club Representative), Walter Lutsch (Club Representative), Anujin Ganbat (Student at Large)

Advisor(s): Casey Hayden (Coordinator of Student Activities)

Secretary: Julia Rutledge (Board Assistant for Club Committees)

Guests: Colin Middleton (Western Community Outreach), Hilary Wilson (Japanese Conversation Club), Layla Strange (Japanese Conversation Club), Megan Allister (Japanese Conversation Club), Christine Harrison (MISA), Jeremy McLaughlin (MISA), Rachael Meeker (Harry Potter Club), Madison Newman (Harry Potter Club), Megan Hong (SASE), Duy Nguyen (SASE), Leah Olver (SSIP), Greta Merkel (SSIP), Toshinae French (WWU Hip Hop Dance Team), Kelsy Khansila (KSA), Daniel Lee (KSA), Brianna Lusby (Global Zero)

Motions

AC-16-F-57 - Motion to approve the minutes from the November 14, 2016 minutes - **PASSED**

AC-16-F-58 - Motion to give \$85 to Harry Potter Club in the form of a bookstore donation for their Yule Ball event - **PASSED**

AC-16-F-59 - Motion to approve \$200 in the form of a bookstore donation for KSA's Heritage Dinner - **PASSED**

AC-16-F-60 - Motion to approve \$268 from bookstore donations for the WWU Hip Hop Dance team for their SSHIP Event - **PASSED**

AC-16-F-61 - Motion to approve \$200 for MISA for their WISC event - **PASSED**

AC-16-F-62 - Motion to recognize Global Zero as an official AS club under the category Social Issues - **PASSED**

AC-16-F-63 - Motion to recognize Society of Asian Scientists and Engineers as an official AS club under the category Academic/Departmental - **PASSED**

AC-16-F-64 - Motion to recognize Japanese Conversation Club as an official AS club under the category Cultural/Ethnic - **PASSED**

AC-16-F-65 - Motion to suspend the rules of operation - **PASSED**

AC-16-F-66 - Motion to move the Harry Potter Club Yule Ball information item to an action item - **PASSED**

AC-16-F-67 - Motion to approve \$660 from Grants, Loans, and Underwrites for Harry Potter Club to put on their Yule Ball - **PASSED**

AC-16-F-68 - Motion to approve \$198 for Western Community Outreach for their Be Our Guest event from Grants, Loans, and Underwrites - **PASSED**

AC-16-F-69 - Motion to give \$1,025 to the Students in Solidarity with Indigenous Peoples to go to the Unist'ot'en Camp from Grants, Loans, and Underwrites - **PASSED**

Alex LaVallee, AS VP for Activities, called the meeting to order at 7:10 pm on November 21, 2016.

I. Revisions to the Agenda

II. Approval of Minutes

AC-16-F-57 by ??. Moved to approve the minutes from the November 14, 2016 minutes.

Second: ?? Vote: 5-0-0 PASSED

III. Business Director's Report

Jackson said that ??

IV. Bookstore Donations

a. Harry Potter Club Yule Ball (\$85)

Representatives: Rachael Meeker and Madison Newman. Meeker and Newman said that Harry Potter club was putting on their annual Yule Ball event, and the bookstore donations would be for ??

AC-16-F-58 by ??. Moved to give \$85 to Harry Potter Club in the form of a bookstore donation for their Yule Ball event.

Second: ?? Vote: 5-0-0 PASSED

b. KSA Heritage Dinner (\$200)

Representatives: Kelsy Khansila and Daniel Lee. Khansila said that KSA is putting on their heritage dinner, which is open to the public. The items that the bookstore donated were being put into baskets that people would bid on through donations. Godfrey asked what KSA would be purchasing. Khansila said it would be anything that appealed to students, from clothing to bumper stickers to mugs.

AC-16-F-59 by LaVallee. Moved to approve \$200 in the form of a bookstore donation for KSA's Heritage Dinner

Second: Johnson Vote: 5-0-0 PASSED

c. WWU Hip Hop Dance Team (\$268)

Representatives: Toshinae French and Erin Johnson. Johnson said that her club was putting on the SHHIP event, Student Hip-Hop and Interactive Performance on February 3rd. French said that the bookstore donation would go towards prizes for after the event. The main donation would be ten t-shirts, which would be tossed into the crowd. There would also be gift cards handed out to the top three winners: \$75 for first place, \$50 for second place, and \$25 for third. Godfrey asked if the shirts were being given away, and Johnson said that they would be randomly thrown into the crowd to get the audience hyped up for choosing the winners. LaVallee

asked if this was open for all students to participate in the show. Johnson said yes, it was a hip-hop and breakdancing show.

AC-16-F-60 by Godfrey. Moved to approve \$268 from bookstore donations for the WWU Hip Hop Dance team for their SSHIP Event.

Second: LaVallee Vote: 4-0-1 PASSED

d. Management Information Systems Association (\$200)

Representatives: Christine Harrison and Jeremy McLaughlin. Harrison said that this would be used for their WISC event, Western Information Systems Connection. It is open to all students, and they bring in professionals. The \$200 bookstore donation is for door prizes. Once students come in the door they get a ticket, and after the event has begun the tickets will be drawn and prizes handed out. Johnson asked if they had put this event on before, and Harrison said that they had put it on for the past six years. Godfrey asked if there was a danger of non-students getting the bookstore donations. Harrison said that they expected about 90-100 people to be there. Godfrey asked the council if the funds from this council could go to non-students. LaVallee said yes.

Hunt-Paez entered the room.

AC-16-F-61 by LaVallee. Moved to approve \$200 for MISA for their WISC event.

Second: Johnson Vote: 5-0-1 PASSED

V. Club Recognition

a. Arabic Culture Club

No representative was there, so the item was tabled.

b. Global Zero

Representative: Brianna Lusby. Global Zero is an international anti-nuclear weapons association. They're looking to start a chapter here at Western. Lusby has an internship with Global

Zero, and she'll be leading the club. She'll leave next year and a new officer will be voted on. Johnson asked how much interest had been generated, and Lusby said quite a bit. More than five people. LaVallee asked what kind of activities Global Zero would be putting on on campus. Lusby said there would be events to raise awareness, like tabling and documentary screenings. Johnson asked where the club would meet, and how often. Lusby said somewhere on campus, not sure what time yet. Godfrey asked if they planned to be financially active. Lusby said not at this time, but maybe later when the club was up and running more.

AC-16-F-62 by LaVallee. Moved to recognize Global Zero as an official AS club under the category Social Issues.

Second: Vadino Vote: 6-0-0 PASSED

c. Society of Asian Scientists and Engineers

Representatives: Megan Hong and Duy Nguyen. Hong said that their club's goal is to help their members achieve their career goals and make them the most competitive they can be to prep them for success. It's for the Asian community, but everybody is welcome. LaVallee asked how much interest had been generated. Hong said about twenty people were interested. Johnson asked how often and where they're going to meet. Hong said that she didn't know, but it might be once every two weeks. Godfrey asked if they planned on being financially active. Hong said that they would fundraise. Nguyen said that they weren't sure yet, but if they needed money they could probably fundraise.

AC-16-F-63 by Johnson. Moved to recognize Society of Asian Scientists and Engineers as an official AS club under the category Academic/Departmental

Second: Hunt-Paez

LaVallee asked if Hong and Nguyen were connected to the STEM department, and Hong said that they were both STEM majors.

Vote: 6-0-0 PASSED

d. Japanese Conversation Club

Representatives: Hilary Wilson, Megan Allister, and Layla Strange.

Wilson said that the Japanese Conversation Club is open to all students, and it's for students to practice their Japanese through conversations. Johnson asked if they were going to have a connection with the newly-recognized Japanese Language Game Club. Wilson said that they might collaborate, but since they were conversation-based they wanted to be kept separate. Godfrey asked, was this more for academic purposes? Wilson said yes. LaVallee said that this was a club that was being more renewed than created. It used to have a big connection with the international students on campus. Wilson said that was part of the purpose of the club, yes. Johnson asked how often they were going to meet. Wilson said they would meet once a week, in a room in College Hall.

AC-16-F-64 by Johnson. Moved to recognize Japanese Conversation Club as an official AS club under the category Cultural /Ethnic.

Second: Godfrey

Vote: 6-0-0

PASSED

VI. Information Items

a. Collegiate Washington Music Educators Association (\$2700)

No representatives were there, so the item was tabled.

b. Management Information Systems Association (\$1350)

Representatives: Christine Harrison and Jeremy McLaughlin.

Harrison said that this would be their sixth annual WISC event. It's an event open to all students, where the club brings in network professionals and speakers. The speakers would talk about transitioning from college to their careers. There would also be a networking hour, where students get to network with career professionals. It's more of a round-table discussion. This has proved

to be a good thing for students in the past; giving them internships and jobs. The \$1350 is going to go towards catering. The club gets department funds from the Decision Sciences department and ITL. Johnson said that it seemed like a wide range of people coming, were they thinking about dietary restrictions? McLaughlin said yes, there would be dairy-free, gluten-free, and vegan options. LaVallee remembered McLaughlin coming in last year. McLaughlin said yes, the event went well last year even though they were not as organized early in the year. LaVallee asked Hayden to look up how much they were allocated last year. Harrison said that they were given \$400 last year, since there was a bit of a mix-up with the budget coordinator. In years past, they've asked for about \$1350. Hayden said that last year, they were given \$305. LaVallee said that it looked like there were some club funds in their budget; about \$551 from ITL. McLaughlin said that it was a supporting group from the Decision Sciences. Harrison said that the Decision Sciences money and the ITL money couldn't go towards food, which is why they were here at Activities Council. LaVallee said that the catering was more than \$1350 on their budget, how were they going to pay the rest? Harrison said that ITL was paying the rest. Godfrey asked if ITL said they would pay a certain amount, or if they would pay the rest from what Activities Council gave? Harrison said that they knew how much catering would be and how much they had asked for from Activities Council in the past. LaVallee said that this was a lot more than they asked for last year, and Harrison and McLaughlin said that was because of the budgeting mix-up. Harrison said that there was money in the MISA account, but they would use that for club meetings. Hayden said that the year before last, the club asked for \$1350. LaVallee asked how many students ended up getting internships or directly benefited from the event last year. McLaughlin said that he didn't know. Harrison said that it was hard to get information from students after the event,

but they could look into sending out a survey. Johnson said that since they'd been doing the event for six years now, how did they plan to keep the event going without coming to Activities Council? Could they make it sustainable? Harrison said that they tried to make it sustainable. EY, for example, had given them \$500 in the past. It was hard to get sponsorships, especially when catering was such a big expense. Harrison said that a good thing to do would be to leave money in the account for next year, so the budget wasn't left at \$0. Godfrey asked about the cushion that the club wanted to keep. He said that regardless of the money that they had in their account, they still asked Activities Council for the same thing every year. McLaughlin said that generally, the amount of people that came to the event and the budget was pretty consistent. That was why they asked for the same amount. Harrison said that last year, a lot of people graduated, so four people were trying to put the event together. She said that they could have budgeted together, but they didn't have a lot of time. LaVallee clarified that usually, the Activities Council funding wouldn't contribute to a club's "cushion". Usually when they gave money, there wouldn't be another source contributing to the cushion. ITL was giving money for catering, but Decision Sciences couldn't. LaVallee said that the cushion was left over. He asked how much tickets were. Harrison said it depended on how many people came, but tickets would be \$8-\$10. Johnson said that she didn't understand the cushion part, and would the council like to give the money as an underwrite? McLaughlin said that every week for the whole year, there was pizza and soda for a group of twenty students. The cushion is for paying for food, as well as any events that the club wanted to do for the rest of the year. The \$1350 is still going straight towards catering. LaVallee said that there was no way getting around paying for catering. Harrison clarified that the \$1350 from Activities Council would not go towards food for the club meetings. Hunt-Paez wondered

where the \$380 in the budget was coming from for catering. Hayden said that it was an estimate. Harrison said any money left over would go back into the ITL fund for next year's WISC event. Godfrey explained to the council that the money was being kept separate, and they didn't ever want to combine it into one account. Godfrey said that he was confused about \$270 for ticket sales, but \$8 for 80 students would be \$640 in ticket sales. Harrison said that last year, you could either buy online or buy at the PAC. They were trying to get information from the PAC about how many tickets they sold, but the PAC couldn't find the data. LaVallee said that the \$270 wasn't based on what was sold last year, since the information was missing. Hayden said that it could be that the PAC took a cut from the ticket sales. LaVallee asked about the sponsors. Harrison said that EY contributed \$500 last year, but they didn't get the money until the day of the event. It got put into the ITL fund. LaVallee asked when the event was, and McLaughlin said it was April 22nd. LaVallee asked for next week an exact projection of what ticket sales would look like. Godfrey wanted to know what the ticket prices would be. McLaughlin said it was a little too early to know that. Hayden offered that the council could talk next week about the cushion amount. Harrison asked the council to keep in mind that only the Activities Council money could pay for catering. Godfrey said he would really like to know what the club's expected expenses would be for the rest of the year. Johnson asked if the club was going to come back to the council for funds during the rest of the year. Harrison said no, the club was self-sustaining besides WISC. McLaughlin wondered why there was a question about the cushion, since there hadn't been a problem in the past. LaVallee said that typically, the council didn't fund activities that would bring revenue back into the club. It would be like money laundering, but legal. McLaughlin understood, but said that he didn't want donor money going back to Activities Council. LaVallee said that

the council could stipulate in their motion that the money coming back in would be from revenue that the club earned,

c. WWU Hip Hop Dance Team (\$660)

Representatives: Toshinae French and Erin Johnson. French said that her club is hosting an event open to all students. They estimate that about 100 students will attend. Their event is a talent show/contest for all students, and WWUHHDT is not performing. The winners, chosen by audience applause, will win bookstore gift cards. Johnson said that the event will be held in the MPR from 8-9 pm on February 3rd. Ticket price will be \$3. Johnson talked to Shalom about getting security and set-up. French said that the event is a fundraiser for the club's showcase, and to further the club's network for new and returning students who don't know much about the team. Johnson said that about \$300 of the request would go back to Activities Council. Part of the request is for publicity through the PC. They're paying for posters, table tents, and banners, but there was some confusion with the cost of the banners. They will buy food from Pizza Time. French said that they hope to make the event an annual one, and make their events self-sustainable. The council discussed whether or not it was too late to do table tents, and added up how much publicity would be. LaVallee said that a club could only have one banner up at a time. LaVallee wanted the club to tell the council next week exactly how much publicity would be. LaVallee asked Jackson to look up how much money the club had in their account. Jackson said it was around \$2,000. French said that they never got their money back from the showcase tickets last year, but it looked like the money was in their account now. Johnson said that that money goes towards the Ree Center, where they rehearse twice a week. The money also goes towards travelling and paying for the showcase space. Godfrey asked how much the Ree Center and the

showcase space cost. French said that the team captains knew that amount. Johnson said that the Ree Center was about \$1250. She said that the dance captains could explain that next week. French said that since they weren't performing at the PAC for their showcase this year, the prices might be different. LaVallee asked if this event was going to be in the MPR, and how many seats there would be. Johnson said that there would be a maximum of 300. LaVallee said that at \$3 per ticket, there was the potential of making \$900. Johnson said that she made the request not knowing that they had that much in their account. LaVallee reiterated the things that he would like to know next week. Johnson said she had some questions about catering: is it acceptable for Activities Council funds to go towards paying for pizza? LaVallee said that yes, the only time that they would need a catering exception would be if the food cost over \$300. Hayden said that the club might find that they need to ask for more money later in the year.

Johnson left the room.

d. Harry Potter Club Yule Ball (\$800)

Representatives: Rachael Meeker and Madison Newman. The event is a dance open to the whole school. There will be a costume contest, music, a raffle, and food. They're looking for funds for decorations and also raffle items. The event is on January 27th, and admission is free. It's open to the student body. The MPR is already reserved. The club is covering all of the food expenses. They aren't looking to make much money, and if they did it would be from the raffle. The raffle prizes include a Universal Studios Pass, and Funko Pop replicas. They're covering about \$300 from their own funds. LaVallee asked if this money for raffle prizes were in addition to the bookstore donation? Meeker said that the bookstore donations would be prizes for the

costume contest. LaVallee asked if some of the raffle prizes were being donated. Meeker said that these were all being purchased, mainly from Amazon. Jackson said that last year, the council gave the club \$450. Hayden pulled up the budget. Meeker said that they added a bit of cushion to the budget for raffle prizes in case they cost more than expected. LaVallee said that the club had \$795 in their account. Meeker said that what of that wasn't going to food would go to craft supplies for club meetings, or reimbursing club members for things they purchased. LaVallee asked if Meeker and Newman planned the event last year. Meeker said that they both planned it, and Newman said that she went to Activities Council to ask for funding last year. Godfrey asked if they remembered what they bought with their request last year. Newman said that they spent it on decorations and raffle prizes, but they weren't sure how much they could ask for. LaVallee asked Meeker to explain the tiered raffle system, and she did. Hayden said that the prizes were so good that the raffle tickets should cost more. The prizes would be good if there were more people attending the event, but with the amount of people that usually went to the Yule Ball, it was a lot. Meeker said that the biggest expense would be string lights for decoration, but those would be reused by the club in the next few years. Godfrey said that the new total would be about \$650. LaVallee asked the council if there were questions that they wanted Harry Potter club to bring back next week and if not, could the council approve the money now?

AC-16-F-65 by Godfrey. Moved to suspend the rules of operation.

Second: Vadino Vote: 5-0-0 PASSED

AC-16-F-66 by Godfrey. Moved to move the Harry Potter Club Yule Ball information item to an action item

Second: Hunt-Paez Vote: 5-0-0 PASSED

AC-16-F-67 by Godfrey. Moved to approve \$660 from Grants, Loans, and Underwrites for Harry Potter Club to put on their Yule Ball.

Meeker asked what an underwrite entailed. LaVallee said that whatever of the request they didn't spend would be given back to Activities Council.

Second: Hunt-Paez Vote: 5-0-0 **PASSBD**

VII. Action Items

a. Western Community Outreach (\$198)

Representative: Colin Middleton. Middleton said that this money was for the Be Our Guest event, where students with extra meals guest in community members into the Dining Hall. The \$198 will go towards paying for a plain-clothes police officer to supervise the event for three hours. LaVallee explained that Western Community Outreach, formerly known as Western Homeless Outreach, came to ask for these funds and put on this event every quarter. Middleton said that the only time there was a problem and the police officer was needed, a community member was being disruptive and the officer escorted them out.

AC-16-F-68 by Godfrey. Moved to approve \$198 for Western Community Outreach for their Be Our Guest event from Grants, Loans, and Underwrites

Second: Hunt-Paez **Vote: 5-0-0** **PASSBD**

b. Students in Solidarity with Indigenous Peoples

Representatives: Leah Olver and Great Merkel. Last week, the council asked the SSIP to come back with some updated numbers. Merkel said that gas will be \$479 for there and back. They will also need money for motels for eight people there and back, which would come to \$544. Finally, they need money for food, which would come to around \$160. The total that Merkel came up and was requesting was \$1,183.81. Godfrey asked about the food, and

Merkel said that it was for breakfast, lunch, and dinners on the way there and back. She gave estimates for restaurants in the area they would be, and gave a list of the food she planned to buy for meals, such as apples. LaVallee said that they couldn't take apples across the border. Godfrey recommended that they stop for food in Richmond, Canada. Hayden said that the travel policy didn't let them pay for food during travel. They might be able to get it through the stipend. Merkel said that they also needed \$397 for snow tires, but that was a high estimate. The cost for eight people to stay at the camp for two weeks was \$1,600. LaVallee asked for the number specifics in the request again. Merkel said that they weren't requesting money for the tires. LaVallee asked Hayden for news on the stipend, and Hayden said that there was none. He said that the council should proceed as normal. Godfrey said that without requesting food, the request would be \$1,025. Godfrey asked how the members were planning on paying for the rest? Merkel said that they would do fundraising at community group meetings, go door-to-door, and maybe do a GoFundMe. The funding from Activities Council would ensure that they could go on the trip. Hunt-Paez asked for a refresher about stipends from Hayden. Hayden said that they could give out stipends about four years ago, but it was not considered official state travel. A director shut it down, and it was never resolved. Hayden thought that they could justify paying for this. He said that it could work out either way, with or without the stipend. Hayden wanted to make sure that personal fundraising and donation were kept separate from the funds from Activities Council. Godfrey said that he was comfortable with giving \$1,025 now.

AC-16-F-69 by Godfrey. Moved to give \$1,025 to the Students in Solidarity with Indigenous Peoples to go to the Unist'ot'en Camp from Grants, Loans, and Underwrites.

Second: Vadino

Vote: 5-0-0

PASSED

VIII. Other Business

LaVallee said that Anujin Ganbat worked at Macy's, and can only attend council when her job allows. She wants to be on the council, but LaVallee said that he was taking her off of the council. She could re-apply if she wanted.

The Collegiate Washington Music Educators Association were not present at the meeting. LaVallee explained that they were trying to fund a trip to Bellevue for sixty people. That would amount to \$45-\$60 per person. The group is also getting money from the DRAC. Both the DRAC and Activities Council get money from the S&A fees. AS clubs can't access DRAC funding. The CWMEA has been double-dipping from both Activities Council and the DRAC for some years now, and the council didn't question it. LaVallee didn't think that that was okay.

LaVallee left the council in the hands of Jackson.

Godfrey asked how the council felt about explaining the different between current club funds and future club funds. Harry Potter club was asking for \$600, but they had almost that much in their account. Hunt-Paez asked if it was required for clubs to check their balance. Hayden said that there wasn't, but there should be. Godfrey didn't want people to have to feel defensive about their current balance. Hayden wanted clubs to be able to say what they were going to use that balance for. Hunt-Paez said that on the application, along with asking for their current balance, could they maybe ask the club to say what they would be doing with the balance? Hayden said that that might be asking a little too much, but they would try and work something out.

Mikhail Jackson, Club Business Director, adjourned the meeting at 7:59 pm on November 21, 2016.