



Western Washington University Associated Students
Activities Council

Meeting Minutes for Monday November 26th, 2018

Present: Douglas Van Druff (AS Club Events Planning Facilitator), Kevin Harris (Student-at-large) Ikenna Onukwufor (AS Clubs Business Director), Ryan Mouche (Student-at-large), Rikua Rodriguez (Student-at-large), Ama Monkah (AS VP for Activities), Celia Major (Student-at-large)

Absent:

Advisors: Jenn Cook

Secretary: Travis Felver

Guests: Hannah Jones (College Diabetes Network), Jesse Floyd (ACDA), Sam Brown (ACDA), Maya Lewis (Urban Planning), Sierra Carson (Urban Planning), Alyssa Vecht (WWU Fencing Club), Joshua Sheppard (WCO), Kyle McCaffery (WWU Fencing Club), Tyler Andrews (WeAreWWU)

Meeting called to order at 6:01 PM

Motions

AC-18-F-45 Moved to approve the minutes for the 11-19 Activities Council meeting. PASSED

AC-18-F-46 Moved to approve College Diabetes Network as a club under the Social Issues category. PASSED

AC-18-F-47 Moved to approve 200 dollars in bookstore donations. PASSED

AC-18-F-48 Moved to approve 1500 dollars in the form of a grant and 500 dollars in the form of an underwrite. PASSED

AC-18-F-49 Moved to approve 198 dollars in the form of a grant. PASSED

AC-18-F-50 Moved to table request from WWU Fencing Club. PASSED

- I. Revisions to Agenda
- II. Approval of Minutes

AC-18-F-45 by Mouche. Moved to approve the minutes from 11/19/18.

Second: Monkah

Vote 7-0-0

PASSED

III. Business Director's Report

- A. Grants Loans & Underwrites: 73% of total and 18% of Fall 2018
- B. Bookstore Donations: 85% of total
- C. Club Conference Fund: 76% of total
- D. Large Event Fund 77% of total

IV. Club Recognition

- A. College Diabetes Network
 - 1. Representative: Hannah Jones. Will serve as part of 138 affiliated chapters around the United States to support students living with diabetes and promote community outreach. Van Druff asked if they get extra funding from the larger organization Jones responded that they get around 50 dollars a quarter

AC-18-F-30 by Rodriguez. Moved to approve College Diabetes Network as a club under the Social Issues Category.

Second: Harris

Vote 7-0-0

PASSED

V. Bookstore Donations

- A. WeAreWWU (300\$)
 - 1. Representative: Tyler Andrews. Applicants are being selected based on Facebook, Instagram or Twitter campaign participation. Prizes will be awarded based on random selection with all participation. There will be at least 2 winners, as two baskets are being currently planned. The winner will be selected on Monday. Harris asked if the winners being pulled from the club or campus as a whole. Andrews responded with any student can participate, as this contest is open outside the club. Rodriguez asked the purpose of the giveaway. Andrews responded with to raise awareness for the WeAreWWU campaign, to raise funds through sponsors, and provide scholarships. Onukwufor asked how many students could win and what kind of prize. Andrews responded with there will be various things in the basket (Jimmy John's coupons or hydro flasks for example) and they were planning on two, but might go up to four, dependent on funding. The plan is to have a WWU themed thing in each basket. Monkah asked if they fund the full 300 how many baskets will be made. Andrews responded with if 300 dollars is funded there will be four baskets, potentially go up to six, it is dependent on how many items they can get. Mouche asked how

much a hydro flask costs. Monkah said it depends on the size, but around thirty dollars. Onukwufor said that three hundred dollars is a lot of money from bookstore donations. Andrews agreed since a single digit of student would benefit. Major asked if they have received funding in the past. Andrews responded no, and they will not be asking again this year. Rodriguez said that three hundred dollars is a lot for the sake of publicity, and that one hundred dollars is the standard amount they give out. Andrews responded with the publicity aspect of the campaign is secondary to the resources and outreach planned with the event. Harris said that this should have a wider reach than standard publicity. Monkah recommended two hundred dollars as the amount.

AC-18-F-47 by Harris. Moved to approve 200 dollars in the form of a grant bookstore request.

Second: Onukwufor

Vote 7-0-0

PASSED

VI. Action Items

A. American Choral Directors Association (\$3,150)

1. Representatives: Jesse Floyd, Sam Brown. They have raised about six hundred more dollars since last meeting, and final preparations are being made for this Thursday's fundraiser. In the student enhancement fund, they are waiting until after Activities Council has decided how much they are willing to give. The hotels were not willing to make a deal with large amounts of booking. Monkah asked if the new 600 dollars will be going towards lodging. Floyd responded with the plan was for transportation. Onukwufor asked how much from the club account is going towards transportations. Floyd responded with up to a thousand, based on how much they can get from Activities Council. Onukwufor asked why they weren't willing to spend more from their account for this. Floyd responded with so that they can have a buffer for conferences in the future and to prepare for potential future budgeting issues, but they can be consider spending more. Brown said that they also use these funds for speakers and other events throughout the campus and having a buffer in their account allows them to have better cost events. Monkah said that the full amount is a too much, but as they are successfully fundraising, they should be able to make it to the events. Onukwufor agrees that partial funding is a bit more acceptable, and that they should use Activities Council for their smaller events in the future. Major asked when the event is. Floyd responded with February 27th. Harris suggested doing part of it as a grand and part as a loan. Onukwufor asked if they feel comfortable paying back some as a loan or underwrite. Floyd responded with if it was partial then yes, but probably not as a full amount. Monkah asked

what a reasonable loan amount would be. Floyd responded with less than 1,000 to be safe, to make sure that members are able to safely fundraise without interfering with student schedule. Onukwufor asked if they could split the request three ways (grant, loan, and club funding). Floyd responded that splitting things three ways doesn't take account that the club is already planning on funding the rest of the needs of the trip. Rodriguez asked how much Activities Council gave them last year. Floyd responded with around 1,200 dollars. Mouche asked if it was the same number of students. Floyd responded with a bit less, and they didn't need as much for transportation because the conference was in Portland. Major asked how much the students must pay out of pocket with the grant. Floyd responded with they are paying for the registration cost, food for the entire event, and gas for driving to the airport. Cook suggested that if they do a loan to do a deadline for paying it back in Spring quarter so that Activities Council can use the funds for other clubs. Onukwufor said that the 150 dollar per person amount is a suggested amount to limit costs and isn't reasonable for large numbers of attendees. Rodriguez said that in this case they are cutting the costs down to significantly below the 150. Harris asked that if they had no other options would they use their club funds. Floyd responded with yes, and students will pay more out of pocket. Harris said that this means they should do a larger loan then since the club would have to pay it back anyway. Mouche suggests that at 1,575 they are paying 75 per student. Harris suggests making this a 1,650 grant. Van Druff said that this would be a large loan then for them to pay back 1,000 in just over a quarter. Rodriguez said that this is just a safety net since the funds would come from the club one way or another. Onukwufor said that with splitting it three ways the loan would be more manageable. Major said that she thinks they have the membership to run more fundraisers. Harris asked if they would prefer a bigger loan with more requirement to pay back or a smaller loan. Floyd responded with they would prefer a smaller loan, so they can just figure it out in club, since fundraising a large amount in just a quarter is difficult due to most members taking over twenty credits in class and there is only one choir concert in the quarter. Mouche asked if they have any performances right at the beginning of Spring quarter. Floyd responded with there are no fundraising accessible performances until May. Cook suggested they make this an underwrite, to ease the burden of repayment. Monkah suggests 1,650 in the form of a grant. Onukwufor suggest that they do 500 in the form of an underwrite.

AC-18-F-27 by Monkah. Moved to approve 1,650 dollars in the form of a grant and 500 dollars in the form of an underwrite.

Seconded: Mouche

Vote 7-0-0

PASSED

B. Western Community Outreach (\$198)

1. Representative: Joshua Sheppard. Funding is for the Be Our Guest event they will be hosting on December 14th for dining for homeless and food insecure populations. The request is the same amount they asked for last year. Monkah asked if plain clothes police officer will be undercover. Sheppard responded with preferably undercover. Harris said this is just to make sure no one feels threatened by the uniform. Cook said that they have never had issues with security in the past. Onukwufor asked if the police officer will serve as more than just security related to the event. Cook responded that they will call for back-up if needed. Rodriguez said that this shouldn't be a bad thing to have more people prepared. Onukwufor said the concern is more protecting vulnerable populations from agencies such as ICE. Sheppard responded with he can't speak for this. Rodriguez asked if this has ever happened before. Cook said no. Harris asked if they require ID at the event. Sheppard responded with no. Cook asked if they plan on doing this every quarter. Sheppard responded with yes. Cook suggested they talk about the funding now instead of coming back every quarter. Monkah suggested they just fund it every quarter. Onukwufor said that they should make the request include multiple events next time.

AC-18-F-49 by Monkah. Moved to approve up to 198 dollars in the form of a grant.

Seconded: Mouche

Vote 7-0-0

PASSED

C. WWU Fencing Club (\$902)

1. Representative: Alyssa Vecht. Funding is to expand safety equipment for additional members 6 outfits in total. Equipment should last for 10 years. Monkah asked about fundraising plans. Vecht responded with they plan on doing movie nights, bake sales, there are membership dues, and they will now charge for tournaments. Harris asked what they plan with the money. Vecht responded with they are using it, in addition to the request for gear. Monkah asked if all the gear is vital. Vecht responded with they are all vital. Major asked if they would ask people pay for their own gear as it's sized. Vecht responded with yes, but it is prohibitively expensive to ask everyone to buy their own. Major asked if there was a bulk deal possible. Vecht responded with their supplier already provides a discount to all clubs. Cook said that they are looking at

getting 4,600 from their foundation account. Vecht responded with that doesn't sound accurate as their AS Sports club foundation account should have been mostly drained. Mouche recommended that they wait until they know for sure. Onukwufor asked how many people fence at the same time. Vecht responded with about 15, but the lack of equipment has caused some people to quit. Monkah asked what a partial fund would allow them to buy. Vecht responded with if necessary, they could trim some things but not the expensive parts of the request. Onukwufor asked if they have any tournaments this quarter. Vecht responded with yes, they have one this upcoming Sunday as a home tournament. Monkah asked what tournament fees are. Vecht responded with ten dollars per person. Onukwufor asked if they have the equipment for this tournament. Vecht responded with yes, since not the whole club attends tournaments. Major asked when they would know about the foundation account funding situation looks like. Cook said she is following up with emails but unsure. Vecht responded with they are willing to take their request away if they have the funds as they had assumed they don't have it. Harris asked when the latest they could find use the funds. Vecht said four weeks before the start of Winter Quarter. Mouche suggested they wait until next week then to follow up with this information. Onukwufor said they could fund it pending on the information they find. Mouche asked if they have a larger demand for smaller sized outfits. Vecht responded with yes. Harris asked what the lowest demand for outfit is. Vecht responded with they are all in demand, but the extra large could be the least needed, they are not buying as full sets this is to compliment and replace old gear to full sets. Major suggested doing a loan. Monkah asked if they plan on using tournament funds for gear. Vecht responded with it will be to offset travel costs for their upcoming tournament in Canada. Rodriguez said he would like to fund the full amount since they have proven to take care of their gear and it will last for quite a while. Cook said the costs does not include shipping and handling, and tax. Vecht responded with no it does not. Mouche said they could estimate the amount. Major said they could have a bake sale at the upcoming tournament. Monkah suggests \$850 to cover necessary gear and provide a small buffer for taxes and shipping. Onukwufor asked what will happen if they pass the grant and they have the more than four thousand coming in. Monkah suggested they pass \$850 pending that they do not have anything in their account and approve through email once they know what they have.

AC-18-F-50 by Monkah. Moved to table request from WWU Fencing Club.

Seconded: Rodriguez

Vote 7-0-0

PASSED

VII. Information Items

A. Western Urban Planners (\$1000)

1. Representatives: Maya Lewis, Sierra Carson. They are requesting 1000 dollars to their twice a year trip to Portland to meet with professionals in the urban planning field, the funds itself will be for lodging. Monkah asked if they have done this in the past. Lewis responded with they have done several trips over the years, but it has been to different connections with different people. Monkah asked if they will be doing a presentation when they come back. Lewis responded with it will be a full portfolio building presentation. Onukwufor asked what the objective of the trip is. Lewis responded with it will build professional connections and learn more of the urban planning principles. Monkah asked how helpful previous connections have been. Lewis responded with overall they have been incredibly helpful in professional growth. Monkah asked how much fundraising they have done for this trip. Lewis responded that they have done none for this trip so far, but they are asking for students to pay for their own transportation costs, there is a request from Huxley to help with inner city transportation and if necessary, they will ask students to pay twenty dollars to assist with lodging costs. Mouche asked how many students are going. Lewis responded with 15. Onukwufor asked how much of the club's funding will go to this trip. Lewis responded with they are using 400 from their club account and that this request is the amount they have asked in the past. Monkah asked what would happen if they could not fund the full 1,000. Lewis responded with they would probably not be able to fund the Air BnB as they have in the past and would have to scramble to find lodging. Onukwufor asked why they plan on using only 400 dollars from their club account. Lewis responded with the funds are needed to stretch to other events throughout the year and to financially support students in the Urban Planning major. Major asked how much people are paying in transportation. Lewis responded with variable amounts based on how they are getting down, whether it could be in gas or bus fare, and this burden is less on students than to pay for lodging and ask for help with transportation costs. Onukwufor asked if they have any fundraisers planned before the trip. Lewis responded with not before the trip, but they will be fundraising after. Monkah asked if this is a reasonable amount based on what we have left. Onukwufor asked if this could be considered a conference. Mouche said last year they put this in Grants, Loans, & Underwrites. Harris said they should wait until next week to see what future requests will look like.

VIII. Council Review

A. Onukwufor said that the conversation with WWU Fencing club needs to happen with the official WWU Email.

Meeting adjourned at 7:19 PM