**Organizations Board of Directors (OBD/Clubs)**

**Associated Students of Foothill College**

**Tuesday, October 21th, 2014**

**1:00pm at Toyon Room, Campus Center, Room 2020**

“THIS MEETING IS OPEN TO THE GENERAL PUBLIC AND ALL FOOTHILL STUDENTS”

**Agenda**

1. **Roll Call and Call to Order/Establishment of Quorum**
	1. Call to order
	2. Roll Call

**2. Approval of Minutes**

 All items are Disc. /Act.

 2.1 Approval of Minutes for October 14th, 2014 meeting.

**3. Open Forum (3 minutes per announcement)**

 3.1 This is reserved for anyone from the public who wishes to speak on any item not on the agenda. Please limit your announcements to three minutes. Voting members of the Organizations Board are not allowed to speak under this item. Please not that the open forum is NOT for club business and no questions can be asked.

**4. Housekeeping (2 minutes per item)**

 All items are Info.

 4.1 The following item are some friendly reminders for club representatives.

 4.1.1 Paperwork’s deadline: Monday at 1PM

 4.1.2 Club tags: Make one every 2 weeks

 4.1.3 Quarterly club’s room request

 4.1.4 Constitution

 **5. ASFC Reports (3 minutes per item)**

 All item are info.

 5.1 Reports are given on ASFC updates

 5.1.1 Senate Project Report

 5.1.2 College hour: University Transfer Fair

 5.1.3 Footprints forms and committee

**6. Organizations Board of Director Executive Report (3 minutes per item)**

 All item are info.

 6.1 Report given by the Organizations Board of Director Executive

 6.1.1 Club’s advisor lunch and learn: Wednesday (11/12), 12pm-1pm in the Toyon Room

 6.1.2 Club day recap

 6.1.3 Club’s marketing material: Include sponsor’s logo

**7. Petitions (3 minutes per item)**

 All items are Disc. / Act.

 7.1 Club Reactivations

 Clubs were previously active but deactivated, hibernated, or suspended can reactivate. Last week to reactivate is 5th week of the quarter.

 7.2 Club Activations

 Clubs wanting to activate must obtain 5 signature from potential members and faculty/staff advisor to be on campus at all official meetings and events to oversee club’s account. Also, clubs need to send one voting representative to OBD weekly meeting on Tuesday at 1.00pm and have a constitution within four weeks of the activation.

 7.3 Activity Petitions

 Please see Erin Ortiz, Student Activities Specialist 1 month prior, she can act as the event coordinator. To hold an event, clubs need to submit activity petitions to OBD one week/ two weeks/ or four weeks in advance before the date of the event depends on the type of event, after obtaining Erin’s, Club Representative’s and Advisor’s signatures.

 Erin’s info: Office located in Student Activities Office, Room 2008.

 Phone: (650) 949- 7060

 E-mail: ortizerin@fhda.edu

 7.4 Fund Requests

 Clubs are eligible for $50 (One time Seed Money for new club), $200 (Annual Grant for general use), $500 (Special Activities Fund per year for on-campus events, petition attached with minutes that includes the approval of the event and expense list), and $1000 (Organizations Project Fund for any large events that requires 4-weeks in advance notice that goes along with the purpose of the clubs for on-campus events).

**9. Club Reports (2 minutes/report)**

 All items are info.

 9.1 All active clubs may give reports on their club business.

**10. Open Discussion Forum (2 minutes/topic)**

 All items are info. /Disc.

 10.1 Clubs representative can ask any question about ASFC , Organizations Board of Directors and Clubs.

**11. Finance Reports (2 minutes/item)**

 11.1 Account status and funds information

 Enquiry on your account status, account balance and funds information please see the Organizations Finance Director after the meeting. OBD executive will send club representative the information in 24 hours time.

 Kris Liu-Organizations Finance Director

 Xiaoyingliu0303@gmail.com

 11.2 Reimbursement and accounting office

 Please see Student Accounts Manager, Kamara Tramble and her assistants after the meeting for reimbursement. Reimbursement will only be done at the end of every meeting.

 Kamara Tramble- Student Accounts Manager

 E-mail: tramblekamara@gmail.com

 Phone: (650) 949- 7280

 Room 2005

**12. Announcements/Commendations**

 12.1 Announcements and commendations from club representatives that are not club-related can be made here.

**13 Adjournment**

 13.1 Meeting will be adjourned by the chair.

Prepared by,

Dexter Lim

ASFC Vice President of Organizations

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