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

**Associated Students of Foothill College**

**Tuesday, November 4th, 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: Club would be marked as PRESENT if they were present in the meeting from call to order to adjournment. Absent for clubs that missed the day’s meeting. Three absences would result in the suspension state. ½ absent would be marked for clubs that arrive after roll call or leave before adjournment.
2. **Approval of Minutes***All items are Disc. / Act.*
	1. Approval of Minutes for October 14th, 2014 meeting.
3. **Open Forum (3 minutes per announcement)**
	1. This is reserved for anyone from the public who wishes to speak on any item on the agenda or any concerns or opinions about OBD in general. Please limit your announcements to three minutes. Voting members of the Organizations Board are not allowed to speak under this item. Open forum is NOT for club business and no questions can be asked.
4. **ASFC Reports (3 minutes per item)***All items are info.
Reports are given on ASFC updates.*
	1. Senate Project Report: Senate Board liaison report.
	2. College hour: Event on every Wednesday from 12pm-1pm organized/sponsored by ASFC
5. **Organizations Board of Director Executive Report (5 minutes per item)**
*All items are info.
Report given by the Organizations Board of Director Executive or Advisor.*
	1. Club’s advisor lunch and learn: Mini workshop on Wednesday (11/12), 12pm-1pm in the Toyon Room
	2. Activity Petition: Workshop on how to organize an event
	3. Constitution: Organizations Program Manager will report on the constitution that are not submitted
6. **Petitions (3 minutes per item)***All items are Disc. / Act.*
	1. **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
	2. **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).
7. **Club Reports (2 minutes/report)** *All items are info.*All active clubs may give reports on their official and unofficial club business.
8. **Open Discussion Forum (2 minutes/topic)***All items are info. /Disc.*
Clubs representative can ask any question about ASFC, Organizations Board of Directors and Clubs.
9. **Finance Reports (3 minutes/item)** *All Items are info. / Disc.*All processing of fund requests are administrated by the Organizations Finance Director and processed and oversees by the Student Accounts Manager. Please contact the Organizations Finance Director for updates on the creation of club’s account, change in name and passing of fund request. Please contact the Student Accounts Manager for club’s latest update on their funding, reimbursement and account balance.

Organizations Finance Director – Kris Liu
E-Mail: Xiaoyingliu0303@gmail.com

Student Accounts Manager – Kamara Tramble
E-Mail: tramblekamara@fhda.edu
Phone: (650) 949-7280
Room: 2005 (Next to Dean of Student Affairs and Activities).
10. **Announcements/Commendations**Announcements and commendations from club representatives that are not club-related can be made here.
11. **Adjournment**Meeting will be adjourned by the chair.

Prepared by,

Dexter Lim

ASFC Vice President of Organizations

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