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

**Associated Students of Foothill College**

**Tuesday, October 28th , 2014**

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

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

**Minutes**

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

This meeting was called to order at 1:06 pm with Dexter Lim serving as the Chair, Hans Hambali as the Secretary and Erin Ortiz as the Advisor.

* 1. Roll Call

**Present executive board members:**

Dexter Lim- Vice President of Organizations

Kris Liu- Organizations Finance Director

Queenie Yu- Organizations Program Manager

Hans Hambali – Organization Secretary

Alexandra Qin – Agent

Anastasia Nasyrova-Agent

(Elise)Ming Qin Ooi-Agent

Qing Rong Ye-Agent

Erin Ortiz- Organizations Advisor

Clubs:  
Accounting Club

Animal Appreciation Vet Information (AAVI)

Anime Club

Anthropology Club

Business Club Absent

Chinese Student Union

Club de Espanol

Computer Science and Engineering Club

Debate Club

Democratic Club

Energy Champions Absent

Entrepeneurship Club

Foothill Chess Association

Foothill College Medical/Dental Club

Foothill Dental Hygiene Club

Foothill Economics Club

Foothill Indonesian Club

Foothill Media Club

Foothill Sports Club

Fund the Future

Gay Straight Alliance

International Aid Club

International Student Connection

Iranian Club

Japanese Culture Club

Jews Israelis and Friends

Math Club

Muslim Student Association

Phi Beta Lambda

Poker Club

Producer & Artist Club

Respiratory Therapy Club ½ Absent

Social Action for Gender Equality (SAGE)

Science and Engineering Club

Social Entrepeneurship Club

Student Chapter of NAVTA

TED Talks Club

United Nations Club

We Care Club

Asian Pacific Islander Club Absent

Circle K International Club

Psychology Club

Cullinary Club

Makers Project Club

Student Association of Malaysia and Singapore

CM Performance Club

Hongkong Student Union

Unicycle Club

Public Speaking and Leadership Club

Latino Heritage Club Absent

Leaders Union Club Absent

Foothill Futsal Club

Demos Club Absent

Slackline Club

**2. Approval of Minutes**

All items are Disc. /Act.

2.1 Approval of Minutes for October 21st , 2014 meeting.

**Approved by general consent**

* Remove activity petition club for we care club

**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.

1. **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
2. **Organizations Board of Director Executive Report (3 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

* **Representative today responsible for inviting advisors**
  1. Activity Petition: Workshop on how to organize an event.
* Activity petition form: online only. ( min. 2 weeks notice to OBD)
* Independent contractor packet ( Payment is 4 weeks after event is rendered! )

(SAGE,Respiratory Therapy Club) Move to extend the time by 10 minutes

Motion approved

* Check requisition form: only for reimbursements. Cash count form needed.
* Fund request form

1. **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

(Debate,Foothill Chess Association)Move to allow Fund the Future to sell donuts on November 5th and November 19th 2014 in front of the Smart shop in order to fundraise

Motion approved

* 1. **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).

(Foothill Indonesian Club,Accounting Club) Move to allocate $200 from the annual grant to Foothill Media Club for fall 2014.

Motion approved

(Foothill Indonesian Club, Accoutning Club)Move to allocate $200 from the annual grant to Foothill Psychology club for fall 2014.

Motion approved

1. **Club Reports (2 minutes/report)** *All items are info.*All active clubs may give reports on their official and unofficial club business.

* **TED talks club: Picked their first theme: Science. 4 different talks about the science subfields.**
* **SAGE has set a date for their fundraiser from November 10th throught the 21st. Last day: Monday November 24th, Noon, room 3305. Whichever club raised the most, SAGE will throw a pizza party for them.**
* **JIFF is working on Jewish Heritage month: Clubs interested in working together can contact JIFF. 12th/13th: will play a film. 14th: stand up comedian during college hour. 15th: talk about Genetics.**
* **GSA: nerf party on Saturday at the library quad. Free for everyone with an owl card. Free blaster. (11PM, Game start noon to 2:30) DJs and Pizzas afterwards.**
* **Cullinary club: room 6708. First week agenda: sharing food.**

1. **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.

* **Slackline club: unable to log in to OrgSync.**
* **Club room request, fund request (Minutes required for fund requests more than $500,$1000) for weekly meetings through orgsync. Upload blank document for fund requests $200 and less.**
* **Finance Reports (10 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](mailto:Xiaoyingliu0303@gmail.com)  
    
  Student Accounts Manager – Kamara Tramble   
  E-Mail: [tramblekamara@fhda.edu](mailto:tramblekamara@fhda.edu)  
  Phone: (650) 949-7280  
  Room: 2005 (Next to Dean of Student Affairs and Activities).
* New accounts all have been activated.
* Check requisition form Instructions. (Attach minutes and original receipt for reimbursement) (Total including tax)
* If foothill logo or a vendor is involved, can’t use check requisiton. Will have to use contract instead.
* Consult Kamara or Erin before purchasing t-shirts, bracelets, etc.
* Orgsync instructions will be added to OBD handbook.
* No reimbursements for guest speakers,DJs. Activity petition required.

10.  **Announcements/Commendations  
 10.1 Iranian club: talk to Dexter after the meeting about constitution.**

**11. Adjournment  
 11.1 This meeting was adjourned at 1:52PM**

Prepared by,

Hans Hambali

Organization Secretary