



ASSOCIATED STUDENTS
OF FOOTHILL COLLEGE

Inter-Club Council (ICC) Meeting

Date: February 27th, 2024

Time: 2:00 - 3:00 pm

Location: Toyon Room (2020)

I. Call to Order

A.

II. Roll Call

- ADHD Club
- Anime Club
- Anthropology Club
- Archery Club
- Asian American Association
- Astronomy Club
- Audio Visualization & Interpretation Project
- Bikini Bottom Social Krew
- Black Student Union
- BSS Student Lounge Club
- Business and Entrepreneurship Club
- Chinese Campus Fellowship
- Christians on Campus
- Computer Science Club
- Council of Owls
- Current Events Club
- Cybersecurity Club of Foothill College
- Data Science & AI Club
- Dental Hygiene Club
- Desi Student Union
- Economics Club

- Enactus
- Engineering Club
- Ethnic Studies Club
- Fiber Arts Club
- Film Production Club
- Foothill American Chemical Society
- Foothill Art Society
- Foothill Basketball Club
- Foothill Beats
- Foothill Biology Club
- Foothill Poets Society
- Foothill Respiratory Therapy Club
- Foothill Rocketry
- Foothill Speech and Debate
- Foothill Taiwanese Student & Culture Association
- Foothill Ultimate Frisbee
- Fresh Cut Society
- Fund the Future
- Genders and Sexualities Alliance
- Global Medical/Dental Brigade Club
- Guitar Club
- Health in Action
- Hip Hop Club
- History Club
- Hong Kong Student Association
- Honors Connection Club
- Hyperion Investments
- International Students Connection Club
- InterVarsity Christian Fellowship
- Jewish Student Union
- Kasama: Filipino Club
- Latin Heritage Club
- Math Club
- Media Club
- MEGOS
- Muslim Student Association (MSA)
- Philosophy Club

- Photography Club
- Principia STEM Magazine
- Psychology Club
- Puente Club
- RadTech Club
- Red Cross Club
- Robotics Club
- Rock Climbing Club
- Scandinavian Club
- Social Justice Club
- Sports Club
- TEDX Club
- Tell A Friend (Teenagers at Foothill)
- The Script
- TOPIC
- Virtual Reality Club
- Wheelin N Reelin
- Women in Business Club
- Women in STEM

III. **Public Comment (3 mins per announcement from the public)**

A.

IV. **ASFC & ICC Executive Report**

A. Events Protocol:

1. <https://foothill.edu/clubs/pdf/icc-handbook.pdf>

a) If you have any questions or concerns about this, contact Kathleen, our Event Coordinator, @asfc.kathleens@gmail.com.

B. If you need any help on planning events (maybe you don't know where to start!), contact Kathleen, @asfc.kathleens@gmail.com.

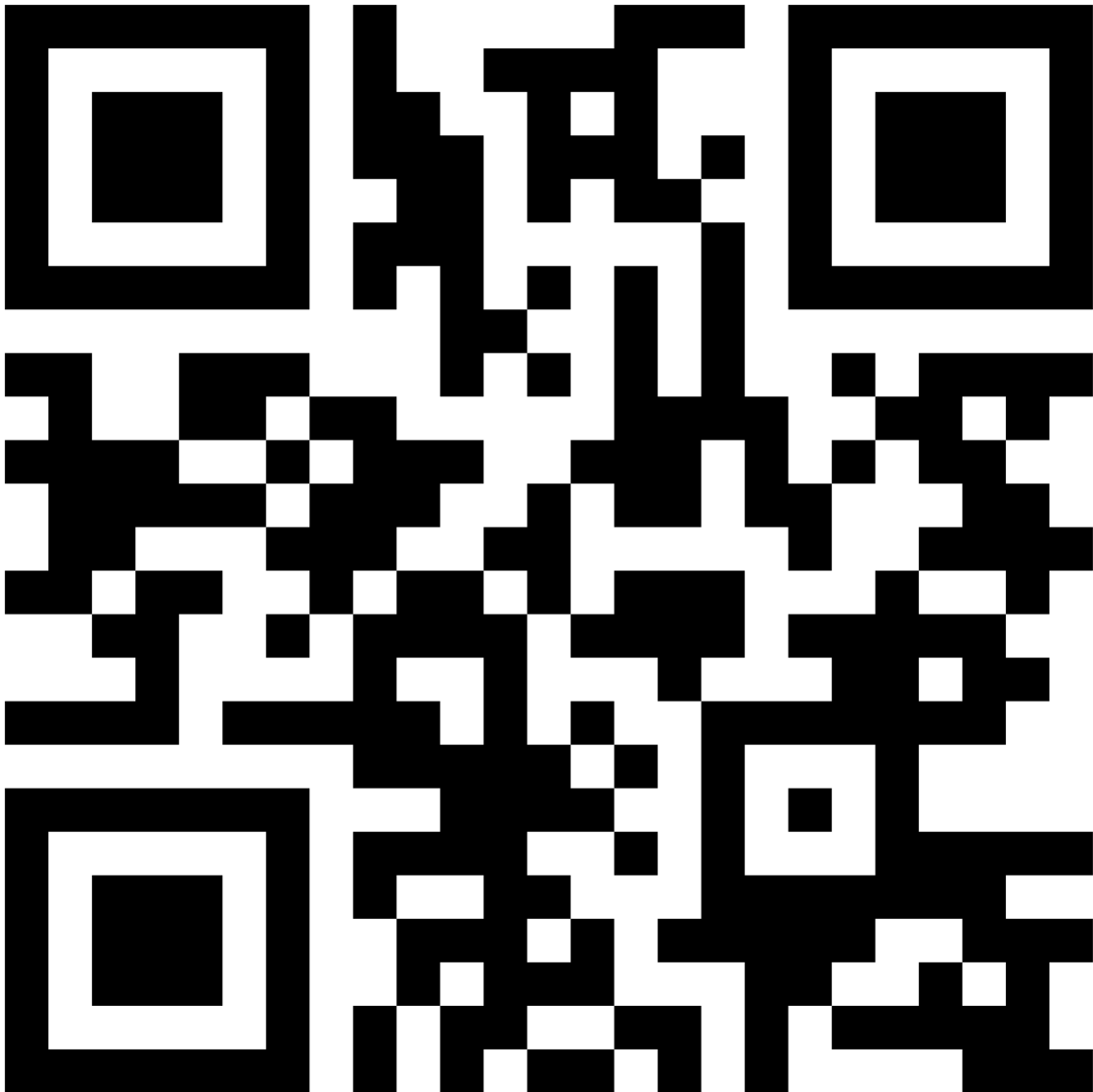
C. Marketing Future Events:

1. If you have any questions or concerns regarding flyering or effective ways to market an event, email our Marketing Director, Motaa, @asfc.motaaa@gmail.com.
2. Flyering is important to advertise your club, if done properly. If you need help with hanging up flyers, contact Motaa. Please make sure your flyers don't look like this:



D. Social Media Marketing:

1. **Fill out this Club Event Social Media Submission Form:**
<https://forms.gle/6kNWpsRHLzwZDRLLA>
 - a) This form is intended for all active clubs at our school seeking assistance in promoting their events on social media. By completing this form, your club's events can be included in our weekly calendars, Instagram stories, and posts.
 - (1) For any questions or concerns regarding this form or about promoting your club via social media, email our Media Coordinator, Erika, [@asfc.erikat@gmail.com](mailto:asfc.erikat@gmail.com).



E. Send pictures and videos!

1. Email Erika (@asfc.erikat@gmail.com) any photos or videos you have of recent events to promote your club on social media.

F. Website Updates:

1. The ICC Club List website is finally updated! Check and verify your club information on the website is correct:
<https://foothill.edu/clubs/club-list.html>
 - a) If you want to add, remove, or update any information on the website, email our Secretary, Katelyn, @asfc.katelyny@gmail.com or talk to her after this meeting.

G. Club Spaces

1. **All clubs meeting in the BSS Lounge:** Email Paulo (@asfc.paulov@gmail.com) your times and days. This goes for clubs wanting to meet there as well.

H. Finance Director's Report:

1. Five Steps to Reimbursement:
 - a) **Step 1: Check your finances**
 - (1) Check your balance sheet on the website, keep track of all fund requests through the minutes we send out — club treasurer.
 - b) **Step 2: Purchase the item(s)**
 - (1) ****HOLD ON TO RECEIPT/INVOICE****
 - (a) No receipt, no money.
 - c) **Step 3: Vote to reimburse** whoever bought the item(s)
 - (1) Hold a meeting, vote to reimburse someone, and record it in the minutes:
 - (a) Under New Business, write:
 - (b) *(Club member) moved to reimburse (other club member) up to (\$ amount purchased). Motion carried through club vote.*
 - d) **Step 4: Fill out Check Request (Reimbursement)** form on our website (under forms and documents)
 - e) **Step 5: Submit it all to Kamara Tramble**, student accounts manager
 - (1) Make Sure to Attach:
 - (a) All receipts or invoices
 - (b) Club meeting minutes with reimbursement vote
 - (c) Completed Reimbursement (Check Request) form
 - (d) For Events: Approved Activity Petition (ICC Meeting Minutes)
 - (2) Email: tramblekamara@fhda.edu
2. If you have any questions about this process or anything fund related, email our Finance Director, Adam, @asfc.adamn@gmail.com.

V. Advisor Report

A.

VI. **Club Activations:**

A.

VII. **Activity Petitions (Discussion / Action):** Wording: **“(Your club name) moves to approve the activity petition for (other club’s name).”**

90 seconds pitch on your activity petition

- A. Economics Club: 2024 Pacific Conference for Development Economics (PacDev), March 9th, 2024, 8:00 AM - 6:30 PM, Gunn SIEPR Building and Ralph Landau Economics Building at Stanford University.
- B. Asian American Association: Studio Ghibli Movie Night, February 29th, 2024, 4:00 PM - 6:30 PM, Hearthside Lounge.

VIII. **Fund Requests (Discussion / Action):** **“(Your club name) moves to approve the (xx dollar fund request) for (other club’s name).”**

90 seconds pitch on your fund request

- A. Economics Club: \$1000 Special Activities Fund Request
- B. Sports Club: \$200 Annual Grant Fund Request
- C. Ultimate Frisbee: \$200 Annual Grant Fund Request + \$50 New Club Fund Request

IX. **Open Discussion Forum (questions/concerns regarding anything said during the meeting)**

A.

X. **Announcements (90 seconds per announcement)**



A. The Activities Board is hosting a “Once Upon a Time in Hollywood” dance on **March 7th, 2024 from 6:30pm-10:00pm** in the Dining Hall. The theme is centered around Hollywood, but black tie attire is optional. There will be a **“Vanity Fair” afterparty in the Hearthside Lounge from 10:00pm-11:00pm**. Food, games, and an awesome photo booth will be provided. RSVP by using the QR code provided.

XI. **Adjournment**

A.

This document was prepared to the best of my abilities in accordance with the Brown Act, Robert's Rule of Order, and ASFC's governing documents.

Submitted by:

Katelyn Yoo

Secretary of Inter-Club Council

asfc.katelyny@gmail.com