



ASSOCIATED STUDENTS  
OF FOOTHILL COLLEGE

### **Inter-Club Council (ICC) Meeting**

Date: March 12th, 2024

Time: 2:00 - 3:00 pm

Location: Toyon Room (2020)

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

#### **I. Call to Order**

A.

#### **II. Roll Call**

- Active Minds of Foothill College
- 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
- Car 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
- Engineering Club
- Ethnic Studies Club
- Fiber Arts Club
- Film Production Club
- Foothill American Chemical Society
- Foothill Basketball Club
- Foothill Beats
- Foothill Biology Club
- Foothill Poets Society
- Foothill Respiratory Therapy Club
- Foothill Rocketry
- 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
- 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. Club List Website Updated: <https://foothill.edu/clubs/club-list.html>

1. Take a minute to look at this list and make sure the information for your club is correct.
  - a) Clubs who are missing or have wrong information: ADHD Club, Black Student Union, BSS Student Lounge, Council of Owls, Current Events Club, Ethnic Studies Club, Foothill Poets Society, Foothill Ultimate Frisbee, Fresh Cut Society, Fund the Future, Guitar Club, Hip Hop Club, Hong Kong Student Association, Hyperion Investments, Kasama: Filipino Club, Latin Heritage Month, Media Club, Muslim Student Association, Philosophy Club, Photography Club, Red Cross Club, TEDX Club, and Tell a Friend (Teenagers at Foothill).

- b) If you want to update, remove, or alter any information on the website, email Katelyn, ICC Secretary,  
[@asfc.katelyny@gmail.com](mailto:@asfc.katelyny@gmail.com).

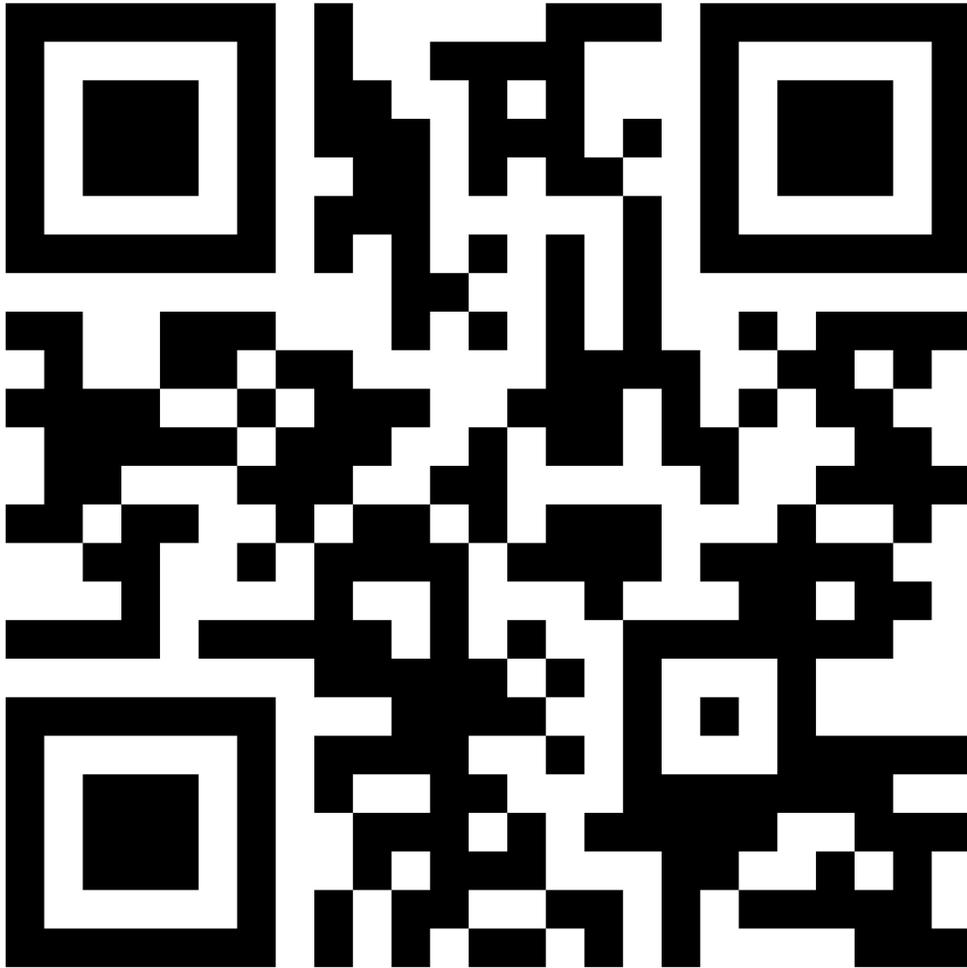
B. Social Media Marketing:

- 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).



C. Collaboration with De Anza's DASG

1. De Anza's DASG (their ASFC) wants to plan a Carnival with Foothill College.
  - a) If you are interested in getting involved in this event, please contact our Event Coordinator, Erika, [asfc.erikat@gmail.com](mailto:asfc.erikat@gmail.com).

#### D. Events Protocol

1. <https://foothill.edu/clubs/pdf/icc-handbook.pdf>
2. Event Planning is now more strict and reliant on deadlines.
  - a) ICC now requires a **three week advancement** if you are planning to request reimbursement on items.
3. If you need any help on planning events (maybe you don't know where to start!) or if you have any questions or concerns about the events protocol, contact Kathleen, our Event Coordinator, [@asfc.kathleens@gmail.com](mailto:@asfc.kathleens@gmail.com).

#### E. Spring Quarter

1. Plan ahead with your club members and get your meeting times and dates down for next quarter.
  - a) Once you have these meeting times and dates, email our Secretary, Katelyn, [@asfc.katelyny@gmail.com](mailto:@asfc.katelyny@gmail.com).

#### F. Marketing Future Events

1. Flyering is important to advertise your club, if done properly. If you need help with hanging up flyers, contact Motaa.
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](mailto:@asfc.motaaa@gmail.com).

#### G. Finance Director's Report:

##### Five Steps to Reimbursement:

1. **Step 1:** Check your finances
  - a) Check your balance sheet on the website, keep track of all fund requests through the minutes we send out — club treasurer.
2. **Step 2:** Purchase the item(s)
  - a) **\*\*HOLD ON TO RECEIPT/INVOICE\*\***
    - (1) No receipt, no money.
3. **Step 3:** Vote to reimburse whoever bought the item(s)
  - a) Hold a meeting, vote to reimburse someone, and record it in the minutes:
    - (1) Under New Business, write:

(2) (Club member) **moved to reimburse** (other club member) **up to** (\$ amount purchased). **Motion carried through club vote.**

4. **Step 4:** Fill out Check Request (Reimbursement) form on our website (under forms and documents)
5. **Step 5:** Submit it all to Kamara Tramble, student accounts manager
  - a) Make Sure to Attach:
    - (1) All receipts or invoices
    - (2) Club meeting minutes with reimbursement vote
    - (3) Completed Reimbursement (Check Request) form
    - (4) For Events: Approved Activity Petition (ICC Meeting Minutes)
  - b) Email: [tramblekamara@fhda.edu](mailto:tramblekamara@fhda.edu)
    - (1) If you have any questions about this process or anything fund related, email our Finance Director, Adam, [@asfc.adamn@gmail.com](mailto:asfc.adamn@gmail.com).

## V. **Advisor Report**

A. Victoria Strelnikova states that many of the activity petitions approved today might need modifications later. Please contact Victoria, [strelnikovavictoria@fhda.edu](mailto:strelnikovavictoria@fhda.edu) if you have any questions or concerns about finding location, facilities, etc.

1. For example, Desi Student Union might not be able to have Holi in the traditional way. Victoria is checking with Facilities right now.

B. Victoria also wants to remind everyone that an advisor must be present at *all* club events, especially events that are hosted after hours!

## 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. Computer Science Club: Owlhacks Hackathon, June 7th - June 9th, 2024, Time Varies, Foothill Dining Hall.

- a. Three day event where students form teams and create an app/website to

benefit the community. The money will be used for things like janitorial services, food, and decorations/stationary.

- b. Friday June 7, 4:00pm-10:00pm Saturday June 8, 10:00am-10:00pm  
Sunday June 9, 10:00am-5:00pm
- B. Business and Entrepreneurship Club: PJs and Movie Night, March 20th, 2024, 4:00 PM - 6:00 PM, Hearthside Lounge.
  - a. The Business and Entrepreneurship Club will be holding a movie night for its members on March 20th.
- C. Muslim Student Association: Ramadan Iftar, March 15th, 2024, 6:45 PM - 9:00 PM, Foothill Dining Hall.
  - a. We plan to cater food and have an Iftar in the cafeteria on March 15. Because Muslims fast from dawn till dusk, this event will be for all Muslims from De Anza and Foothill to come and enjoy a free iftar and bond with others. We require reimbursements for the food and decoration.
- D. InterVarsity Christian Fellowship: Games in the Quad, April 9th, 2024, 12:00 PM - 1:30 PM, Library Quad.
  - a. We will set up outdoor games in the library quad for all students to play and reconnect after Spring Break. We will probably have 2 corn hole sets for competition, along with a board for recording high scores, a ladder throw, a giant Jenga, and a 4-way bean bag tic-tac-toe.
  - b. 11:30 AM (set up). 1:30 (clean up)
- E. History Club: Bunker Hill Hike, March 16th, 2024, 11:00 AM - 5:00 PM, meet at Foothill College (carpool is a possibly an option). For more details, email the ICC rep, Matthew, matthewtal02@gmail.com

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. Active Minds of Foothill College: \$500 Special Activities Fund Request
- B. Business and Entrepreneurship Club: \$200 Annual Grant Fund Request
- C. Muslim Student Association: \$1000 ICC Project Annual Fund Request + \$500 Special Activities Fund Request + \$200 Annual Grant Fund Request
- D. Desi Student Union: \$1000 ICC Project Annual Fund Request

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

A.

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

A.

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