

Antelope Valley College
Associated Student Organization
Inter-Club Council Minutes
3041 West Ave K, Lancaster, CA 93536
 SSV 184—3:30pm
 January 19, 2016

NOTICE IS HEREBY GIVEN *The Inter-Club Council of Antelope Valley College met on January 19, 2016. For more information, please contact Vice President of Club Affairs Noemi Bustamante at asovpca@avc.edu or (661) 722-600 ext. 6722.*

I. ORGANIZATIONAL ITEMS

1.1 Call to order:

- 3:36 pm by Kimbirly Dolatowski

1.2 Pledge of Allegiance:

- Led by Ryan Willis from AVC STEM Club

1.3 Roll Call:

Alpha Iota: ABSENT
 Alpha Omega: ABESENT
 Anthropology Club: ABSENT
 ASL@AVC: PRESENT
 AVC Skills USA: ABSENT
 AVC STEM CLUB: PRESENT
 Black Student Union (BSU): ABSENT
 CNSA - AVC: PRESENT
 Fashion & Costume Society: PRESENT
 Learning Center Club: ABSENT
 Naturalist Environmental Organization Club (NEO): PRESENT
 Psychology Student Organization (PSO): ABSENT
 SNAC Spring 2016: ABSENT
 SNAC Fall 2016: ABSENT
 SNAC Fall 2017: ABSENT
 SNAC Spring 2017: PRESENT
 Si Se Puede: ABSENT
 Sociology Club: ABSENT
 Veterans Club: ABSENT

Guest: Christopher Colderon
 Spencer Busse
 Edder Islas
 Roderick Mendoza

Membership is **19**, Quorum is **10**, **6** were present, Quorum was not met even though **is not required during intersession**

1.4 Adoption of the Agenda:

AVC STEM Club moved to adopt the agenda, NEO seconded, motion passed unanimously.

1.5 Approval of the Minutes:

SNAC Spring 2017 moved to adopt the minutes from January 04, 2016, ASL@AVC seconded, motion passed unanimously.

II. PUBLIC FORUM

ASO President mentioned that ASO is currently planning out Welcome Week and was having issue with theme. Originally wanted to include Club Rush, but not take away attention from the clubs. She wanted to know if the clubs would be interested in combining the two or allow the clubs to do their own thing and ASO pick a different date.

Naturalist Environmental Organization Club (NEO): The Vice President likes the ICC Chair's idea for clubs to get more interconnected and suggested working with Environmental Officer David Jones. He has projects and he wants to involve AVC students with his projects. There are two upcoming projects which involves watching a video about used oils and to recycle them properly and talk about the sources for it. The other video is about potential pop up events.

III. CLUB ACTIVATIONS**3.1 Young Republicans at AVC**

AVC STEM Club moved to approve Young Republicans Club of AVC's activation. ASL@AVC seconded, motion passed unanimously.

3.2 Active Club Activities

None

IV. NEW BUSINESS

4.1 AVC Veterans Regarding Maintenance of Plan on Campus [TABLED]

4.2 Sociology Club Rummage Sale Sign up [TABLED]

4.3 Kimbirly Dolatowski discussed the issue of being better at doing club minutes and agenda. For the minutes please get them and any supporting documents on time. It is crucial to have the most accurate minutes as possible, especially when dealing with money and activities that you want to have done with your clubs and travel. Motions must be in the minutes supported with a motion with how much money is going to be spent. This helps the club's accountant Nancy Blundell to get proper paperwork so that she can submit it through to the College Board of Trustees. Also if you need funds from your club account the transaction will go much smoother with the proper documents. Look over the agenda ahead of time to see what will be covered at the future ICC meetings. If there is something that needs a motion, we can start off with a motion to get the ball rolling and see if it gets approved or not. It will also help to have more efficient meetings with less time on discussion and more time to get it done and report back to the

clubs on the status of things. Dr. Zimmerman added when you do a check request her staff is looking at three important things.

- 1.) Who is at the meeting? Is it just you or one other person?
- 2) What are you making motion on, be clear
- 3.) How much are you requesting, you can do an up to budget of whatever amount. Example, if your club wants to buy a gift card; specify the exact amount.

Also if students spend money from their personal bank account don't expect to be reimburse. Instead, get a college advance. Be mindful of turning in funds, reimburse funds or check requests in early and not in late. AVC STEM Club asked is there a length of time given if it expires. Answer it has to be within the academic year. Clubs can't spend funds that are not yours.

Next trip requests have to have minutes to back it up. You do not work independently from the college but rather within the confines of AVC. Travel has to be preapproved. Clubs do not have the right to travel without the college's authorization. The travel guidelines are mainly to protect students in case of unforeseen accident of some sort. In the Club and Advisor Handbook there is a sample of how to properly fill out all the information that was discussed.

4.5 The ways to access your club funds. Check request, reimbursements and cash advance. Or have Nancy Blundell buy it directly for your club. Dr. Zimmerman mentioned the objective is not to take personal money and float it within the club. But rather have the funds go directly from the club to the purchaser. Clubs need minutes and receipts for a cash advance and any money that equals the same amount. When a club is making a motion, it's preferable to do an up to budget to account for the costs. Try to use your club's money and not your own money.

Question: Is there a particular form to fill out for the cash advance?

Answer: Yes and please have a conversation with Nancy Blundell.

V. **REPORTS**

5.1 **Advisor Reports**

For students who are in intercession to hang in there and keep up the good work. Spring semester is around the corner. All club officers must have a 2.0 GPA. We will be asking for that at beginning of school year. The college is going through Educational Master Plan which means there be plans for the next ten years of what AVC is going to look like (Potential new programs and changes). The consultants hired for these tasks will be on campus on February 24th from 1-4pm for a workshop and focus group from 4-5pm for sustainability related issues. For anyone interested to talking about sustainability issues for the district it will be over in the Facilities Department and would be willing to provide additional information for those that interested. Clubs are encouraged to use the Spotlight for advertisement purposes for their events and activities. Please talk to Lisa O'Leary or Dr. Zimmerman with a PowerPoint but not too lengthy.

5.2 **Chair Reports**

None

5.3 Club Reports

ASL@AVC – Had the four events for the Spring semester approved. However, there were issues with getting the February event approved, getting a location properly, and reserved. They managed to get things worked out. First event will be February 19th in the Student Lounge. They are encouraging anyone who wants to learn sign-language to come and check it out. Dr. Zimmerman was acknowledged that she attended a local deaf event.

AVC STEM Club- They have not yet planned events the Spring semester. They are just enjoying the winter break from AVC. They mentioned that Science Olympiad will take place on February 13th. They will appreciate any extra volunteers to help man this event.

SNAC Spring 2017- Had partnered a fundraiser on January 15th at Pizza Rev and made \$75 less than what was made at Shakey's Pizza.

NEO- Plans to work with Environmental and plans manager David Jones for Spring 2016.

CSNA- Will have a meet and greet for the incoming nursing students and their families. They are going to have some demos and have nurses practice some of their skills. They will be given information on what they can expect for the first semester along with tours of the nursing labs. Please pass this information to first semester nursing student.

Fashion & Costume Society- Is hoping to hold a fashion show on 01/22/16 in the Black Box theater. Some designers have not been calling back and the club is hoping everyone will show up. The show must go on!!

VII. ANNOUNCEMENTS / UPCOMING MEETING AND EVENTS

The next ICC meeting be on **February 1st in Library 201 at 3:30pm**
Please check your AVC email regularly for any changes from Noemi Bustamante.

On 01/21/16 is Cash for College from 10-2pm. It be in the Performing Arts Theater (PAT) on campus and in the BE building. There will be some prizes and food. They want the current college students they all ready to go.

Scholarship deadline is Match 2nd.

VIII. ADJOURNEMENT

AVC STEM Club moved to adjourn the meeting at 04:10pm. NEO seconded, motion passed unanimously.