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

**Associated Students of Foothill College**

**Tuesday, October 14th , 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 1:07pm 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) Absent

Anime Club

Anthropology Club

Business Club

Chinese Student Union

Club de Espanol

Computer Science and Engineering Club

Debate Club Absent

Democratic Club

Energy Champions Absent

Entrepeneurship Club Absent

Foothill Chess Association

Foothill College Medical/Dental Club Absent

Foothill Dental Hygiene Club ½ Absent

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 Absent

Jews Israelis and Friends

Math Club

Muslim Student Association

Phi Beta Lambda Absent

Poker Club

Producer & Artist Club Absent

Respiratory Therapy Club

Social Action for Gender Equality (SAGE)

Science and Engineering Club

Social Entrepeneurship Club

Student Chapter of NAVTA Absent

TED Talks Club

United Nations Club

We Care Club

**2. Approval of Minutes**

 All items are Disc. /Act.

 2.1 Approval of Minutes for October 7th , 2014 meeting.

 **Approved by general consent**

**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.

* Orgsync: stay after 2 o’clock today with Rick. Thrusday : 1 hour training session (Room to be announced)

 **4. Housekeeping**

 All items are Info.

 4.1 The following item are some friendly reminders for club representatives.

 4.1.1 Only one person per club can sit on the table to be officially represented as the OBD representative for the club

 4.1.2 Voting right

 4.1.3 Paperwork’s deadline

 4.1.4 ASFC Owl Card

 4.1.5 Club tags: Please contact the Organizations Secretary to make your new club tag.

 4.1.7 Quarterly club’s room request

 **5. ASFC Reports (3 minutes per item)**

 All item are info.

 5.1 Reports are given on ASFC updates

 5.1.1 Senate project report: Political Awareness Day (10/15, 12-1PM)

**6. Organizations Board of Director Executive Report**

 All item are info.

 6.1 Report given by the Organizations Board of Director Executive

 6.1.1 Advisor Luncheon (11/12, 12-1 PM )

* Updated job descriptions for heritage month will be available next week.

 6.1.2 Orgsync

* Meet with Rick after today after meeting or Thursday (1 Hour, room TBA)

 6.1.3 Constitution

**7. Petitions (3 minutes per item)**

 All items are Disc. / Act.

 7.1 Club Reactivations

 Clubs were previously active but deactivated, hibernated, or suspended can reactivate. Last week to reactivate is 5th week of the quarter.

(We Care Club,United Nations) Move to reactivate Asian Pacific Islander Club for Fall 2014

Motion approved

(SAGE,Anime Club) Move to reactivate Circle K International for Fall 2014

Motion approved

(SAGE, Program Manager) Move to reactivate Psychology for Fall 2014

Motion approved

(Anime Club,GSA) Move to reactivate Cullinary Club for Fall 2014

Motion approved

 7.2 Club Activations

 Clubs wanting to activate must obtain 5 signature from potential members and faculty/staff advisor to be on campus at all official meetings and events to oversee club’s account. Also, clubs need to send one voting representative to OBD weekly meeting on Tuesday at 1.00pm and have a constitution within four weeks of the activation

(SAGE, We Care Club) Move to activate Makers Project Club for Fall 2014

Motion approved

(Anime Club, Finance Director)Move to activate Students Association of Malaysia and Singapore for Fall 2014

Motion approved

(SAGE,We Care Club)Move to activate CM Performance Club for Fall 2014

Motion approved

 7.3 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

(GSA,Foothill Muslim Association Club )Move to allow We Care Club to package food and donate them to homeless people from 12:30PM-3:30PM at the San Francisco Foodbank on October 18th.

Motion approved

(GSA, Program Manager)Move to allow We Care Club to American Cancer Society on Saturday 25th September in downtown San Jose from 12PM-3PM, 3PM-5PM.

Motion approved

 7.4 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).

(Finance director, SAGE) Move to allocate $200 from the annual grant to Anime Club for fall 2014.

Motion approved

(Finance director, SAGE) Move to allocate $200 from the annual grant to democratic club for fall 2014.

Motion approved

(We Care Club, SAGE) Move to allocate $200 from the annual grant to United Nations Club for fall 2014.

Motion approved

(GSA, Program Manager) Move to allocate $200 from the annual grant to Fund the Future for fall 2014.

Motion approved

(SAGE, GSA) Move to allocate $200 from the annual grant to International Aid club for fall 2014.

Motion approved

(Fund the Future, SAGE) Move to allocate $200 from the annual grant to We Care Club for fall 2014

Motion approved

**8. Club Reports (3 minutes/report)**

 All items are info.

 8.1 All active clubs may give reports on their club business.

* We Care Club wishes to invite other clubs for the Cancer walk. (OBD reps emails)
* SAGE : Fundraiser (bring shampoos, etc) (2nd /3rd week of November) We Care Club, circle K

**9. Open Discussion Forum**

 All items are info. /Disc.

 10.1 Clubs representative can ask any question about ASFC, Organizations Board of Directors and Clubs.

* Send out contact sheet with email addresses to all OBD reps. Also available on the website.
* Heritage month: Jewish Israelis and friends looking for sponsors (Names of sponsors will be on the back of the brochure)
* Iranian club: Paperwork issues with old (Persian club) and new name.
* Address questions on LCD TVs in KCI to the senate board.
* Makers Project: Fund request before anything!
* Public Speaking Club: Contest on campus. Prizes include cash, ipads,etc. Still looking for outside sponsors. Can move on to national and itnernational contests. For more information, contact Breeze Liu.

**10. Finance Reports**

 11.1 Account status and funds information

 Enquiry on your account status, account balance and funds information please see the Vice President of Organizations after the meeting. OBD executive will send club representative the information in 24 hours time.

 11.2 Reimbursement and accounting office

 Please see Student Accounts Manager, Kamara Tramble and her assistants after the meeting for reimbursement. Reimbursement will only be done at the end of every meeting. Reimbursement request during the account office department would not be entertain.

* Check requisition form: Original receipts from vendors and club minutes required.
* Activity petition form: bio info for special guests. at least a month prior. No deposit, no reimbursements for special guests! Payment process after event (pricess time : 4 weeks) Social security number needed for Bands and DJs, health permits for Caterers. Vendor contracts also required for banners, tshirts, etc. Minutes with the right amount of money must be attached.
* Vendors on campus: KJs, cafetaria, smartshop.

 Kamara Tramble- Student Accounts Manager

 E-mail: tramblekamara@gmail.com

 Phone: (650) 949- 7060

 Room 2005

**11. Announcements**

 12.1 Announcements from club representatives that are not club-related can be made here.

* Emails about making motions, and guidelines on absences will be sent out to all OBD reps.
* Deadline for activation and reactivation is the 5th week.
* Transfer fair: October 22nd (transfer center event) Wednesday 1-2 PM.

**12. Commendations**

 13.1 Commendations from club representatives or the public can be made here.

* Newton commends Dexters achievement in OBD and club day.

**13. Adjournment**

 14.1 This meeting was adjourned at 1:57 PM

Prepared by,

Hans Hambali

Organization Secretary