



ORGANIZATIONS BOARD OF DIRECTORS

12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 940-7637 • Fax: (650) 941-4574

Organizations Board of Directors (OBD/Clubs)

Associated Students of Foothill College

Tuesday, 25 February 2014

3:00pm at Toyon Room, Campus Center, Room 2019

Agenda

I. Roll Call and Call to Order/Establishment of Quorum

1.1 Call to Order

OBD reps are required to be a liaison between ASFC (informed through OBD meeting) and the rest of the club, thus it is required for them to go to the weekly OBD meeting and understand the whole OBD handbook.

1.2 Roll Call

Clubs will be marked as "ABSENT" if the OBD representative of the respective clubs did not present themselves as "PRESENT" during roll call. All the "LATE" representatives must report to the vice president after the meeting.

If you are late of leave early it will count as $\frac{1}{2}$ Absence.

II. Approval of Minutes

2.1 Approval of Minutes for 18 February 2013

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III. Open Forum (5 minutes per announcement)

This is reserved for anyone who wishes to speak on any item not on the agenda. Please limit your announcements for five minutes. Please note that the open forum is NOT for club business and no questions can be asked.

IV. Housekeeping

➤ Friendly Reminders

- Constitution - needed for all active clubs, submitted latest by 4 weeks after re/activation
- Only one person per Club can sit at the table
- Only active Clubs can sit at the table, to be reactivated/recommitted/activated clubs will need to sit back until motion passed.
- All paperwork needs to be completed neatly and submitted neatly by Tuesday 2pm. It can be submitted to the OBD Board, the Red Box or Erin Ortiz.
- Name tags for all active Clubs
- Get yours ASAP in the smart shop. OBD Rep are required to be and OWL Card holder

V. ASFC Reports (5 minutes)

- Heritage Month
- College Hour
- March in March
- International Night

VI. OBD Report (5 minutes)

- Quarterly room request

VII. Petitions (3 minutes per item)

5.1 Activity Petitions

Please see Erin 1 month prior, she can act as the event coordinator. To hold an activity, Clubs need to submit activity petitions to OBD one/two weeks prior to the date of activity, after obtaining Erin's, Club Representative's and Advisor's signatures.

Erin's info: Office located in Student Activities Office, Rm. 2008,

Phone: (650)-949-7060

Email: ortizerin@fhda.edu

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5.2 Fund Requests

Clubs are eligible for \$50 (one time seed money for new club), \$200 (annual grant for general use), \$500 (special activity fund per year for on-campus events, petition attach with expense list), and \$1000 (SPO7, special project fund for cultural event, hand in request 30 days prior).

DISC/ACT

VIII. Club Reports (3 minutes/report)

Active clubs may give reports on their club business.

IX. Finance Reports

- Account contact: For questions regarding Fund requests or your
Carol Skoog- Accountant
- Email: skoogcarol@foothill.edu
- Phone: (650) 949-7280
- Room: 2006
- Pierre Okoko - OBD Finance Director
- Phone: (650) 284 - 6300
- Email: gnilo2@hotmail.fr

X. Announcements

XI. Commendations

XII. Adjournment

Prepared by:

Jessica Audrey Wijaya/Michelle Wirawan

OBD Vice President/ OBD agent

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