

Inter-Club Council (ICC) Meeting Minutes

Friday, March 8, 2024

11:00am to 12:00pm

WH-112

Zoom: <https://chaffey-edu.zoom.us/j/81452448618>

Present:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Anime Club | <input type="checkbox"/> C Theatre Club | <input type="checkbox"/> Marvel Club |
| <input type="checkbox"/> Anthropology Club | <input checked="" type="checkbox"/> Chemistry Club | <input type="checkbox"/> Men in Nursing |
| <input type="checkbox"/> Business & Ent. | <input type="checkbox"/> Choir Cult of CCC | <input checked="" type="checkbox"/> Multicultural Club |
| <input checked="" type="checkbox"/> CC Car Club | <input type="checkbox"/> Coptic Club | <input checked="" type="checkbox"/> MSA |
| <input checked="" type="checkbox"/> CC Film Club | <input type="checkbox"/> Criminal Justice Club | <input type="checkbox"/> Panther Volunteers |
| <input type="checkbox"/> CC Legal Society | <input type="checkbox"/> Culinary Arts & Hosp. | <input type="checkbox"/> Physical Therapist Asst. |
| <input checked="" type="checkbox"/> CC Speech & Debate | <input type="checkbox"/> Disney Club | <input type="checkbox"/> Physics Club |
| <input type="checkbox"/> CCSG | <input type="checkbox"/> Evolve Club | <input checked="" type="checkbox"/> Pre Dental Society |
| <input type="checkbox"/> CC Veterans Club | <input type="checkbox"/> Fashion Club | <input checked="" type="checkbox"/> Pre-Med Society |
| <input type="checkbox"/> C Creative Collective | <input type="checkbox"/> Game Development | <input type="checkbox"/> Psi Beta/Pysch Club |
| <input checked="" type="checkbox"/> C Cru Club | <input checked="" type="checkbox"/> Indigenous Tribes | <input checked="" type="checkbox"/> Puente Club |
| <input checked="" type="checkbox"/> C Dungeons & Dragons | <input type="checkbox"/> Inventors Club | <input type="checkbox"/> Transfer University |
| <input type="checkbox"/> C ESL Club | <input checked="" type="checkbox"/> Kappa Sigma Nu | |
| <input type="checkbox"/> C Skate Club | <input type="checkbox"/> Lavender Coalition | |

Non-chartered Clubs Present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CATER2U | <input checked="" type="checkbox"/> Hiking Club |
| <input checked="" type="checkbox"/> Computer Science Club | <input checked="" type="checkbox"/> Study Space Club |

Sonia Juarez took attendance by Roll Call at 11:05am.

Reviewed 02.23.24 meeting minutes- approved as read

New Club Charter Request:

The link to vote is on the ICC agenda. Sonia reminded the clubs the importance of voting in a timely manner. Representatives of the club spoke and answered questions.

- **Computer Science Club 40 clubs: 21 Yes, 0 No, 19 Abstained**
- **Hiking Club 40 clubs: 19 Yes, 2 No, 19 Abstained**
- **Study Space Club 40 clubs: 20 Yes, 1 No, 19 Abstained**

Utilize Your Club Advisor:

Although Sonia appreciates everyone being comfortable coming to her for answers and solutions, the club should be asking their club advisor's advice first. The club advisor is there to assist the club and give them guidance and advice. **STUDENTS** should not be approaching other departments or submitting requests on their club advisor's behalf. Club advisors are the only ones who should be contacting departments, submitting lithography requests, reserving rooms, requesting set-ups, etc. all on the club's behalf. Whenever you email Sonia a question, please be sure to also include the club advisor. Club advisor's must be present at all meetings and all events. So please be sure that they are available prior to setting a date for an event and if meeting times need to change.

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Club Funding Request Form:

Sonia reminded clubs when submitting the club funding request form minutes must be attached. She will no longer accept the funding request forms if there are no minutes attached. If you need a PDF version of the club minutes for the funding request, please email her and she will email it to you. As a reminder all requests must be submitted at least two weeks prior to the event in case some additional information is required. All vendors must be approved before purchases can be made. If you know they are a new vendor, please remember request their W-9 form. If they do not have a W-9, then the district will not allow us to use them and you will have to find another vendor. Remember there are no reimbursements, so please never use your own cash, credit/debit card to make purchases for the club, because if you do then you just donated to the club. The district has a credit that purchasing department can use to make online purchases. If you are using a new vendor or if you need a contract because a service is being performed, such as hiring a DJ, please be sure to submit a club funding request form along with the invoice and Sonia will handle the contract.

Club Minutes Form:

Sonia reminded the clubs that minutes must be uploaded to all club funding requests. If you need a PDF version of the club minutes for the funding request, please email her and she will email it to you. If the club advisor is not present then the meeting will be an unofficial meeting and no discussion of money transactions can be voted on and approved without the advisor present. Please remember to submit all minutes, whether official or unofficial, as this is the way for Sonia to keep track of what the club is doing.

Club Deposit Forms:

All club deposit forms can be found online: <https://www.chaffey.edu/studentlife/clubs-orgs.php>

Sonia reminded the clubs that she attaches the required deposit to the email that she sends saying the funding has been approved for processing. Please use that form. As a reminder, you have three business days to return an unspent cash, receipts and deposit form, **MUST ALL BE SUBMITTED TOGETHER AND NO PIECE MAIL**, to Julia Huang in AD-102. If you **do not** have a printer, please email it to sonia.juarez@chaffey.edu or julia.huang@chaffey.edu and we can print it out for you.

Too many clubs are not following the rules of submitting the deposit form within three business days. Sonia will be verifying with Julia Huang prior to any new funding requests being processed that there are no outstanding deposits. If they club did not submit the deposit form, unspent cash (if any) and original receipts to Julia Huang, then she will not process any new funding requests until those outstanding obligations have been completed.

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Club Reports:

Sonia reminded everyone that club reports must be submitted online the Wednesday, prior to the next scheduled ICC meeting no later than 2pm. If reports do not start getting submitted on time, then the meetings will need to be extended from one hour to three hours due to having each club submit a verbal club report. Sonia reminded those in attendance that ICC meetings are mandatory. Sonia stated, "They are posted online at <https://www.chaffey.edu/studentlife/icc.php>. If for some reason the ICC representative can't make the meeting they can send another member in their place. If for some reason, no one from the club can make it, please email Sonia Juarez at sonia.juarez@chaffey.edu and let her know.

Meeting was adjourned at 11:55am