



Inter-Club Council (ICC) Meeting

Date: November 21, 2023

Time: 2:00 - 3:00 pm

Location: Toyon Room (2020)

I. Call to Order

A. Meeting started at 2:07pm.

II. Roll Call

- ADHD Club
- Active Minds Club
- Anthropology Club
- Archery Club
- Astronomy Club
- Asian American Association (AAA)
- Audio Visualization & Interpretation Project
- Anime Club
- Active Minds of Foothill College
- BSS Student Lounge Club
- Business and Entrepreneurship Club (BEC)
- Bureau of Alternative Auditory Fulfillment Club
- Black Student Union (BSU)
- Car Club
- Christians on Campus
- Computer Science Club
- Cybersecurity Club of Foothill College
- Chinese Campus Fellowship
- Communication Development Guidance (CDG)
- Cultural Discovery Club
- Dental Hygiene Club

- Data Science & AI Club
- Economics Club
- Engineering Club
- Enactus
- Fiber Arts Club
- Filipino Club
- Foothill Art Society
- Foothill Beats
- Foothill Biology Club
- Foothill Japanese Culture Club
- Foothill Respiratory Therapy Club
- Foothill Taiwanese Student & Culture Association
- Foothill American Chemical Society
- Foothill Basketball Club
- Foothill Speech and Debate
- Foothill Poets Society
- Fund the Future
- Gender and Sexualities Alliance
- Global Medical/Dental Brigade Club
- Guitar Club
- Honors Connection Club
- Hong Kong Student Association
- Health in Action
- History Club
- Hip Hop Club
- International Students Connection Club
- InterVarsity Christian Fellowship
- Indian Club
- Jewish Student Union
- Math Club
- MEGOS
- Media Club
- Movie Production Club
- Phi Theta Kappa @ Foothill College
- Philosophy Club
- Puente Club
- People of the Pacific

- Psychology Club
- Principia STEM Magazine
- Rocketry Club
- RadTech Club
- Rock Climbing Club
- Social Justice Club
- Student Movement Association
- South & Southeast Asian Studies Alliance
- TOPIC
- The Script
- The Bikini Bottom Social Krew
- Tell A Friend (Teenagers at Foothill)
- Women in STEM
- Women in Business Club
- Wheelin N Reelin
- Writers Unleashed
- Virtual Reality Club
- Volunteer Club

III. **Public Comment (3 mins per announcement from the public)**

- A. Foothill Hubert H. Semans Library now has a board game collection for students or clubs to use. If you are interested in this, talk to the library for more details and information.

IV. **ASFC & ICC Executive Report**

A. **Funding Updates**

a. Reimbursement Process

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

- a. Under New Business, write:
 - b. *(Club member) moved to reimburse (other club member) up to (\$ amount purchased). Motion carried through club vote.*
- iv. **Step 4:** Fill out Check Request (Reimbursement) form on our website (under forms and documents)
- v. **Step 5:** Submit it all to Kamara Tramble, student accounts manager
- 1. Make Sure to Attach:
 - a. All receipts or invoices
 - b. Club meeting minutes with reimbursement vote
 - c. Completed Reimbursement (Check Request) form
 - d. For Events: Approved Activity Petition (ICC Meeting Minutes)
 - 2. Email: tramblekamara@fhda.edu

- B. Fundraisers
- C. Food/Catering
- D. Field-Trips
- E. New ICC Appointed Members
- F. Instagram & Discord



G. Join our new **ICC Instagram!** – Marketing

H. Join the **ICC Discord server!** – Explanation from Luiza C., questions, announcements, etc.



- A.
- V. Seven Steps to Success — Comprehensive Tips and Guide for
 - A. Advisors
 - B. ICC Reps
 - C. Club Management
 - D. Funding, Forms, and Paperwork
 - E. Hosting Events
 - F. Club Finances
 - G. Marketing
- VI. **Advisor Report**
 - A. Kamara Tramble, head accountant of student accounts and club accounts, said if anyone has any questions regarding your club and its account balance, email her @ tramblekamara@fhda.edu or schedule a meeting with her in her office. Her in-person office hours are Monday-Wednesday from 7:00am–4:00pm. Tramble explains the process of getting a reimbursement at Foothill. First, you have to purchase the item first, not request the money first. Second, fill out her form that is on her website: https://foothill.edu/directory/profile/tramble_kamara.html. You do not need to itemize your purchase; just attach a receipt and write the total of the amount you want to be reimbursed on the receipt. You also need to send your club minutes that show that the majority of your club members agreed to reimburse the purchase. Remember there needs to be a motion in the minutes to correctly reimburse the purchase. Additionally, your minutes should contain the rest of the concepts your club talked about during the meeting. Third, have your advisor sign it and email it to Tramble. Tramble also noted that your club can also

pay via invoice if the company you're purchasing from allows it. The step for a "reimbursement" from an invoice is: email the invoice to Tramble and make sure to write the company's name on the invoice instead of your name. This is because she is paying the company with your funds, not you. Tramble then went on to say that if you got approved for a reimbursement, you can pick up your check from her office or she can mail it to you. Furthermore, Tramble revealed some tips if you lose your receipt of the purchase. She said to submit a copy of your statement if you lose your receipt or show her a copy of your credit card or bank account statement. If you lose your receipt, you must do one of the two or Tramble cannot reimburse you. Tramble also noted that she would prefer to have the person who paid for the item to send the reimbursement form and be in contact with her for reimbursement. In addition, Tramble informed the audience saying clubs can use its funds to host a speaker (contact Tramble or Victoria Strelnikova for more details). This as well applies to food (if you have any questions regarding this topic, talk to Strelnikova @ strelnikovavictoria@fhda.edu).

- B. Victoria Strelnikova announced that there are upcoming Native American Heritage Month events. She also invited people to join the Jewish Heritage Month planning committee for January.

VII. Activity Petitions (Discussion / Action)

*Voting Protocol:

1. Club rep will briefly explain activity/fund request
2. Any ICC member (besides VP) must make a motion
 - a. **Wording: "(Your club name) moves to approve the (\$x fund request OR activity petition) for (other club's name).**
 - b. Another ICC member seconds:
 - i. **"(Your club name) seconds"**
3. We vote! :)

- A. The Bikini Bottom Social Krew: Paint by Numbers, November 20, 2023 – December 15th, 2023, Room 4400

1. We will display a canvas with a STEM spongebob drawing outline in the 4400 building. It will have a wood frame that has markers attached to it so students can take breaks between studying sessions or classes and color pieces of the drawing.

- a) **Cybersecurity Club moves. Asian American Association seconds. 59 yes, 0 no, 0 abstain. Motion carries.**

- B. Gender and Sexualities Alliance: Clothing Swap, Collection: November 27, 2023 – December 1, 2023, Clothing Swap: December 6, 2023, 12:00pm-5:00pm, Hearthside Lounge.
 - 1. We plan to collect clothing at different locations on campus the week of 11/27/2023 and a clothing swap on 12/06/2023.
 - a) Fiber Arts moves. Phi Theta Kappa seconds. 59 yes, 0 no, 0 abstain. Motion carries.

VIII. Fund Requests (Discussion / Action)

*Voting Protocol:

- 1. Club rep will briefly explain activity/fund request
 - 2. Any ICC member (besides VP) must make a motion
 - a. Wording: “(Your club name) moves to approve the (\$x fund request OR activity petition) for (other club’s name).”
 - b. Another ICC member seconds:
 - i. “(Your club name) seconds”
- A. The Bikini Bottom Social Krew: \$200 Annual Grant Fund Request + \$50 New Club Fund Request
 - 1. Fiber Arts moves. Archery Club seconds. 59 yes, 0 no, 0 abstain. Motion carries.
 - B. Anime Club: \$200 Annual Grant Fund Request
 - 1. Guitar Club moves. Student Movement Association seconds. 59 yes, 0 no, 0 abstain. Motion carries.
 - C. Active Minds of Foothill College: \$200 Annual Grant Fund Request
 - 1. Global Medical/Dental Brigade moves. Anime Club seconds. 59 yes, 0 no, 0 abstain. Motion carries.
 - D. Gender and Sexualities Alliance: \$500 Special Activities Fund
 - 1. Women in STEM moves. The Bikini Bottom Social Krew seconds. 59 yes, 0 no, 0 abstain. Motion carries.
 - E. Rocketry Club: \$200 Annual Grant Fund Request + \$500 Special Activities Fund
 - 1. Media Club moves. Car Club seconds. 59 yes, 0 no, 0 abstain. Motion carries.

IX. Open Discussion Forum

- A.

X. **Announcements (3 minutes per announcement)**

A.

XI. **Adjournment**

A. Meeting ended at 3:01pm.

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

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