ICA Club Council Meeting Minutes

1.19.22 (Winter Quarter Meeting #1)

- 7:08 call to order. Announcement explaining the broken projector; Elisabeth emailed all officers the slides for that meeting.
- A quick introduction of the SLICE Clubs & Orgs staff (Elisabeth - ICA President, Caelyn - Funds Officer, Luis - Marketing and Travel, Sumer - Events and Trainings, Layla - Events, and Becca - Pro Staff).
- 7:10 – Review Agenda
  - Announcements
  - Discuss bylaws committee
  - Announce banner competition winners
  - Club engagement event requirement change
  - Food at club events updates
  - Breakout sessions
  - Wellness center break
  - Community service discussion
- Announcements
  - Wildcat Preview Day. This event is similar to the involvement fair but is run by the Admissions Office. Potential and future Wildcats will visit campus. The event is on February 5th, a Saturday, and will likely run for a few hours in the middle of the day. A link to sign up for tabling will be included in the ICA newsletter.
  - Hinako joined us to discuss orientation leader hiring. Orientation leaders work full time in June and July, and sometimes in September. It pays $14.49 an hour. Applications close February 14th, and interviews will be in late February to early March. You can apply for the job at tinyurl.com/cwustudentemployment under job number 4558
  - The next two Club Council meetings will be on February 9th and March 2nd, still from 7-9 PM in the SURC Theater and over Zoom.
  - Funds Council will be occurring bi-weekly over Zoom, beginning at 4 PM. The dates for the rest of the quarter are January 27th, February 10th, February 24th, and March 10th. Spring quarter dates will be announced later.
  - For fund requests under $500, you should submit your request by Friday at 5PM in order to hear back by the next Friday. Requests over $500 must be submitted at least a week before the next Funds Council meeting to be on that meeting’s docket. Presentations for Funds Council should be emailed to slice@cwu.edu two days before the meeting.
  - Upcoming volunteer opportunities:
    - The PUSH Pantry is open to three volunteers at a time again, meaning clubs can once again participate. The pantry is open from 11AM-4PM on Mondays-Fridays. Training is required; visit the PUSH Presence page for more information (Contact PUSH for scheduled a training session)
    - The SLICE sweater drive is currently happening and accepting sweatshirts, hoodies, and sweaters. If three clothing items are donated from different people in the club (e.g. one person donates two items, someone else donates 1), that will be equal to one service hour. This can be repeated for up to two
service hours. In order to qualify for these service hours, donations must be brought to the SLICE office, rather than the other bins on campus and signed in on the Sweater Drive donation log.

- The Blood Drive this upcoming Monday, January 24th, is still in need of volunteers. A link was included in the SLICE Volunteer Opportunities email, or you can find more information on the SLICE website: https://www.cwu.edu/leadership-engage/serve-our-community.
- SLICE is hosting the ‘Notes to Neighbors’ service event on February 3rd, February 24th, and March 10th, for two hours during the day, and are also offering take home kits that, when returned, are equivalent to one hour of service. This program connects students to senior homes by writing them letters to help them feel more connected to the community. Sign up can be found on the SLICE SignUpGenius, and at https://www.cwu.edu/leadership-engage/serve-our-community.

  - P.A.N is having an event discussing both sustainable and unsustainable palm oil, in an effort to convert CWU into a sustainable palm oil campus. The event begins at 6:45 at Pretty Fair Beer on January 20th.
  - The Chinese Students and Scholar Association and the Korean Student Association have partnered to host a Lunar New Year event in the SURC Ballroom on Monday, January 31st, from 6-8PM. Tickets are required, but are free. Visit either @cwucssa or @cwu_ksa on Instagram for more information and for a link to get tickets or visit the Wildcat Shop to pick up a ticket in-person.
  - Accessibility Studies Club wants to bring everyone's attention to new legislation being developed in the Washington State House. Last year, regulation was passed that mandates that, by 2024, all health care providers must take health equity education. The department of health is hosting ‘listening sessions’ where Washington residents can talk about their experiences with equity in health care, to help shape this legislation. These sessions are over Zoom, and will take place February 1st, 10th, 15th, and 24th. You can also email your experiences to their email: healthequityimplementation@doh.wa.gov. More information can be found at https://content.govdelivery.com/accounts/WADOH/bulletins/303f847.

- Bylaws committee discussion, led by Becca: In the last meeting of Fall quarter, we discussed Robert’s Rules and ICA’s outdated constitution. We are looking to form a group of students involved in clubs to meet biweekly this quarter and next quarter to develop new bylaws for Club Council. Please reach out to slice@cwu.edu if you are interested. If there is a lack of interest, the SLICE Clubs & Orgs team will develop bylaws and bring them to Club Council for approval.
- Sumer presented the banner competition award winners. The banners will remain in the SURC until next Wednesday, and then they will be given to the clubs. Ribbons will be pinned to the winning banners. We had 18 clubs turn out to this event, including ICA, ESC, and Sport Clubs. Prices won must be used by the end of the academic year.
  - Most artistic - Geology club - $150 MadLab certificate
  - Most unique – B.R.E.W. club – SURC fees covered for two events
  - Most club-themed – Environmental club – Media Buzz package from publicity ($210 value)
Campos favorite – Coven club – Pizza Party

* Updates to club engagement requirements, led by Elisabeth.
  * In previous quarters, there were only two types of events that qualified to fulfill the Club Engagement Event requirement for clubs (tabling at an Involvement Fair type event or attending another club’s special event).
  * We have updated these requirements to be more accessible for clubs. You can now fulfill the Club Engagement Event requirement by completing two of the following (can be two of the same type):
    - Hosting a special event (not a regular club meeting) open to campus as a whole
    - Collaborating with another club to host a special event
    - 2+ members of your club attending another club’s special event
    - Co-sponsoring an event with a campus department
    - Tabling at involvement fair
    - Tabling at a university sponsored event (such as Wildcat Preview Day)
  * Last quarter, we had all clubs submit their Engagement events and service hours at the end of the quarter. This quarter, we are asking for continual reporting, so you can complete the form as soon as your complete hours or attend/host an event. The link will be included in all subsequent ICA newsletters.
  * We opened the floor to questions:
    - Student Question: Is there a way to view the original requirements on Presence?
      - Answer: No, as we don’t have that info on Presence at the moment. All things that qualified last quarter still apply, we just opened it up so more events qualify to fulfill this requirement, so the new options include the old options and the overall requirements are still the same.
    - SQ: If you have a special event outside a meeting that’s open to campus does that qualify?
      - A: Yes! That counts!
    - General note: If you host a volunteer event, it can either be community service or a club engagement event, you cannot have one event and use it for both these requirements (in other words, no double-dipping, but it could qualify as either).
    - SQ: Does tabling outside of the involvement fair qualify?
      - A: Regular tabling does not count; it only qualifies if it’s at a university sponsored event.
    - SQ: The music department will be holding auditions soon, would tabling at that event qualify?
      - A: Reach out to SLICE after the meeting so we can discuss more specific details to see if this would qualify.
    - SQ: What counts as a special event?
      - A: Any club-hosted event that is not a regular club meeting and is open for anyone to attend.
  * Food requirement updates, led by Becca: Food at events has been restricted because of COVID, but we are beginning to loosen those restrictions more this quarter.
Food at Fundraisers:
- No homemade food is allowed.
- Pre-packaged items may be sold, must be packaged individually, and made commercially (sold by a store, restaurant, etc.).

Events + Meetings:
- No homemade foods
- Pre-packaging items in individual packages is encouraged but not required
- Products must be representative of the Coca-Cola brand, as CWU has a contract of exclusivity with Coca-Cola
- If you are planning on providing less than $150 worth of food, then you do not need CWU Dining to pre-approve it, but it must be commercially made.
- If you are providing over $150 worth of food, it must be approved by Dining Services in advance

Special events
- Dining has specialty menus for clubs for larger events.
- If you have a special request, reach out to Chef Richie at dining@cwu.edu
- If you want to have an outside business cater an event, the company must be approved by Dining beforehand

Allergies
- Whenever you have food at a club event, you must have an ingredients list present and visible.
- This list must include all major allergies. Dining has a list of the 9 biggest allergens on their website

We opened the floor to questions:
- SQ: To clarify, home baked also includes home cooked?
  - A: Yes. You cannot make any food at home and bring it to an event for others to consume.
- SQ: What if we want to bring water bottles? Does that have to be Coca Cola?
  - A: Yes it does. The Coca Cola company owns many water brands, such as Dasani, Smartwater, etc.
- SQ: What if a student buys an oven-ready or microwave pizza from a store/restaurant and heats it at home for a club event/fundraising activity? (ex. Papa Murphy’s pizza)
  - A: That would not be allowed.
- SQ: No Dr Pepper? No pre-packaged sodas that aren’t Coca Cola?
  - A: Unfortunately, that is correct. We have been in this contract for a while, but Dining Services has just begun to strongly enforce it. If you are at a CWU affiliated/approved event serving Pepsi, and Coca Cola finds out, they have grounds to sue the university. Please note, all the products sold in the C Store are Coca Cola products.
- SQ: How does the Coca Cola policy benefit clubs?
  - A: This is CWU policy, just like any other policy we enforce. Sometimes, Coca Cola will host events on campus that individually help students, but clubs specifically do not usually specially benefit from this.
SQ: My club wants to do a hot chocolate stand. How would that work with these rules?
A: You can provide individual bags of hot chocolate powder, as well as hot water, so people can make their own, but you cannot make it yourself.
SQ: Can we advertise alcohol at an event only available to students over 21?
A: We are not sure! We will figure this out and check back with you on that.
SQ: Do hot chocolate packages/coffee packages have to be under the coca cola brand?
A: Yes. Coca-Cola owns several hot chocolate and coffee brands, including Nestle.
SQ: Why is there an exclusivity contract with Coca-Cola?
Y: The university receives discounts on their products.
SQ: If we wanted a fundraiser with pre-packaged foods, such as bags of chips, could we order these through dining services, since dining services has access to cheaper, bulk pricing?
A: We do not know! We will reach out to Dining Services and get back to you on that.
SQ: Is Coca-Cola only for fundraisers or selling?
A: It is for all club events. Please note, we are not the Coke police. We are not paid by Coke. We are just here to inform you of the university’s policies.
Q: With the doors opening for food, would a pub crawl be allowed as a club?
A: Attending restaurants as a club or having an event at a restaurant would be allowed, but activities that involve alcohol might not be, so we will check up on that.

Wellness Center stretching break! Visit wellness in SURC 256, or contact them at wellness@cwu.edu

Break-out sessions, as counted off by Elisabeth.

- Questions:
  - What has worked for your club at Involvement Fairs in the past?
  - What could you add to your table display to make it better in the future?
  - What is your feedback for us regarding the Fair, and what do you want to see from us Spring Fair-wise?
- The breakout rooms lasted around seven minutes. Follow up discussion:
  - Student: Our club always offers some free swag to students who sign up for our email list.
  - Student: Recently, our club got approved by Funds Council to purchase a new logo, banner, and other promotional items from the Publicity Center, and we hope that will help us at future fairs and tabling.
  - SQ: Why was the name changed from Club Fair to Involvement Fair?
  - A: The fair now includes ICA clubs, ESC organizations, and Sports clubs, as well as university departments. Because so many different non-club organizations are now included, the name was changed.
  - Students: We got a QR code that went to our Discord and printed it out. This has been our best method of club retention.
• SQ: Where can I order posters in bulk?
  A: We suggest the Publicity Center, UPS, or Mad Lab! Tip: make sure your poster can be approved by the Info desk before printing all the copies
• Q: The robotics club made a sticker with a Wildcat on it. Can we do that?
  A: Publicity owns the rights to using the Wildcat logo for branding. Reach out to them to gain permission and you can also go to www.cwu.edu/brand for more info.
• Feedback on how we can improve next quarter:
  • Student: Keep similar clubs grouped together physically at the fair
  • Student: The 10-11 time slot was bad for foot traffic and turn out, a later time may be better. Also, we’d like to see a virtual fair in the future.
  • Student: Giving students an incentive to visit more tables, like a punch card type situation, would be cool.
  • Students: Free food is always a great incentive.
  • This was our first time doing two sessions...thoughts? - Most people think two sessions is good or are neutral on the topic
  • Margaret did a workshop on community service, and how to tell if what you’re doing counts as community service.
    o Service is very broad! Consider these questions when trying to figure out if what you’re doing is service:
      ▪ will there be financial benefit for you?
      ▪ Was time, resources, or something else dedicated to this service?
      ▪ What was the volunteer experience? We at the SLICE office need specifics and details when deciding if what you did qualifies. SLICE reserves the right to make the final decision on what is or isn’t service.
    o For any service event outside of our office, you must fill out a form on Presence, providing info on your experience, and it can be approved for service hours. If you have questions reach out to Margaret here: Margaret.Rooyakkers@cwu.edu.
    o We opened the floor to thoughts and questions about the service requirement.
      ▪ SQ: I’m part of a newer club, do you have to do community service events with two people from your club?
        ▪ A: Yes. You need to have two members, minimum, present during the event/opportunity for it to count for your club.
      o SQ: There is a book reading event being held by SLICE. How does this work for multiple people?
        o A: While the book reading is individual, the event is still a certain time and number of hours in Presence/SignUpGenius, so as long as two+ members signed up and participated, you’re good. The only exception to the two-person rule is the blood drive, as space is limited at the blood drive for each time slot.
      o Q: What are the requirements for counting tutoring as service?
        o A: There must be two club members present, and you cannot be getting paid or receiving academic/education compensation for it (it cannot be part of your existing TA duties, for example)
Q: Community service hours carried over from last quarter, right? Where can we check those hours?
A: Yes, if your club selected at the end of the quarter to roll over your service hours. We have a spreadsheet with everyone’s hours, so email slice@cwu.edu or drop by SURC250 and we can tell you how many hours you have left to complete.

SQ: Every year the music program has high schools come and play in different festivals. There are volunteers at those events, would that count?
A: Maybe! We’ll need more information, email us at slice@cwu.edu.

SQ: How many hours do we need a quarter?
A: You must complete two club engagement events, and five hours of community service. Some service hours rolled over from last quarter so, depending on what your club did last quarter, you may have less than 5 left to complete for Winter.

SQ: Why can’t two people from one club doing an opportunity for one hour count as two hours?
A: The rule we have is in place to help smaller clubs. A club with 30 members and a club with two members could show up at the same event and all work one hour, but then the larger club would have 30 hours while the smaller club would only have two in this case. With the rule we currently have, both clubs receive one hour.

Q: Where are these forms for submitting our hours?
A: All ICA newsletters from here on out will include the report form. It is also on Presences and the Clubs website. You can submit this form many times this quarter; each time you complete service hours or attend an event, you can submit it with the info for that particular event.

SQ: Our club has not been receiving the newsletters.
A: We take a list from Presences of all officers and advisors, and then send them the newsletter. Please reach out to us if you aren’t receiving it.

- USITT
- Japanese Conversation Club.
- History Club
- Cosplay Club
- AGC

We discussed the idea of having donations available to also be converted to service hours. The idea was well received, but only if it were an additional option rather than additional requirement.

Student thought: The best way to get people to know about service opportunities is to just repeat opportunities as frequently as possible.

Elisabeth reminded the council that these requirements were established by Club Council a couple of years ago, and at another time these requirements can be changed.
- It was suggested we make a Discord server for officers, for service opportunities, the newsletter, meeting minutes, and easier communication.

Question/comments/suggestions
SQ: regarding requirements, maybe smaller clubs could have lessened requirements?
A: This is an ongoing discussion we are having. These requirements are already lessened, but we are working on balance.
• SQ: It might be considered that if a club is reforming, we could provide them with a grace period, perhaps a quarter?
• A: Clubs approved later in the quarter (after the first four weeks) are not required to complete the good standing requirements that quarter but are expected to the following quarter.
• Q: When will this be discussed?
• A: Here! At Club Council, probably later in the year.
• If you have further questions or suggestions, email us at slice@cwu.edu or stop by our office in SURC 250. Meeting adjourned at 8:46