

## Meeting Minutes of Council of Organizations

Date: Nov. 4<sup>th</sup>, 2016

Location: Milam and Travis, Girard Street Building, UHD

Meeting was called to order at 2:11 by Daral Moore Washington, Chair of UHD Council of Organizations

Roll Call: not performed.

### Order of Business

- I. Vote was taken to approve Council of Orgs Minutes for October 7<sup>th</sup>, 2016; approved through a majority vote
- II. Vote was taken to approve Council of Orgs Agenda; approved through a majority vote

### Guest Speakers

- III. Dr. Poonam Gulati Salhotra was invited to speak to members about UHD's Center for Community Engagement. She explained "Service Learning" and how her center can help facilitate projects with local non profits. She introduced opportunities for work study in the community. She finished by talking about Student-Led Community Engagement Grants and asked for any questions to be emailed at [gulatip@uhd.edu](mailto:gulatip@uhd.edu).
- IV. Elizabeth Huskin, the Assistant Director for International and Study Abroad Programs, told the members about opportunities to study abroad, as well as international service opportunities. She explained that studying abroad allows one to learn another language for credit as well as do service abroad. Some opportunities include Global Brigades, which is a year-long process, and is made up of a group of 8-10 people. International Volunteers HQ, can be done individually or in a group and is very low cost (<\$500). Any questions should be sent to [Studyabroad@uhd.edu](mailto:Studyabroad@uhd.edu)
- V. Jason J. Rivas spoke to the members of an opportunity to volunteer with Avenue CDC. He explained the purpose of the non-profit as well as the various activities that volunteers participate in. He asked them to email him if anyone is interested in volunteering at [jasonr@avenuecdc.org](mailto:jasonr@avenuecdc.org).

### Important Dates

- VI. Marketing Best Practices will be held November 8<sup>th</sup>, 2016 from 12:00-1:00 pm in N1099 as training for organizations on how best to promote their events and meetings. Attendance is strongly encouraged, as the workshop is for the benefit of student organizations.

### Council of Finance

- VII. Edward began explained that all funds are given by the school, and taken from student tuition. Some problems over the last couple of weeks include student organizations expecting Student Activities to purchase items in store at Sam's or Wal-Mart, and a lack of specifics in requests. Student organizations need to go to the office of Student Activities after getting approved to claim their request. (Member)

asked Edward how long it takes to approve a request for funds. He answered that an answer is given by the Monday following the Friday of the hearing. He also clarified that organizations receive \$2,000 by academic year, not per semester. It is also a maximum; they are not guaranteed the whole amount. A member asked what should happen when proposals are denied and they have to pay for their event or activity out of pocket. Edward told the group that a lot of things are considered, including if the event affects the entire student body. Since money comes from student tuition, it is especially important for the events to benefit everyone. Member dues are also taken into account. COF needs to know what is being done with the money from dues. Percy also told the members that money cannot be used to purchase items for a fundraiser. Faryal Gul asked what application should be used for a reimbursement request as the only ones currently available are for travel and events. Edward told her to use the one for event, since they are still working on the other forms, or the one for travel if the reimbursement is for traveling purposes. She followed by asking how revisions are made to the Council of Finance guidelines, since a couple of rules including the one that only allows for three person travel to be applied for at time is not convenient. Edward explained that it takes a long time for any revision to be approved, and asked the members to work with what they have. Every rule was instituted for a reason. Faryal asked him to please tell her the process anyways. Percy asked for recommendations to be sent to the Council of Finance email, and all of the changes can be presented for voting at the same time. He also instructed for each organization to only send one email, and to make sure the recommendations are clear. Ed asked the group to please continue working with the rules as they are. Dr. Nicholson Preuss asked how long it takes to receive a reimbursement. Percy said he had not yet completed a reimbursement and is therefore not sure of the time frame, but that he would make sure to communicate it to her as soon as he can. Any questions and recommendations should be directed to [uhdcounciloffinance@gmail.com](mailto:uhdcounciloffinance@gmail.com)

- VIII. Daral introduced SGA Director of P. R and Marketing Eli Santibanez to speak about a project with the Council of Organizations. Eli thanked Daral for collaborating with them. He told the members about a solidarity walk that was held at the beginning of the year to mark a foundation between organizations and the importance of collaboration and unity. SGA wants to start supporting other organization's events. He reminded everyone that UHD is their home, and that they should build community apart from learning transferable and technical skills. He wants to build spirit and pride. He asked the organizations to continue pushing GatorSync. He is looking to increase its importance. One way they plan to do it is by making a single flyer that talks about events for one week, and called it consolidated marketing. He hopes to collaborate with the president of the school to have him recognize organizations with the most volunteer hours as well. Daral agreed with him and told the members that

she would be working on a student handbook, which will hopefully include Council of Finance and Council of Organizations guidelines. She would also like to have it available for future leadership. She is also looking to forming an end of year report to see how active Council of Organizations has been. She says she and Hatziri Rancano, talked about the importance of Gator Sync and how it could be used to make resumes stronger and fuller. Elias said SGA will pass out branded notebooks again in the Spring and would like to include a calendar of events for the entire year inside of them so students can see all of the events for Orgs. Hatziri Rancano told the group that they are looking to pass out 5,000 notebooks. Elias told the group that there is a Groupme for all student leaders called UHD Leaders, and that if they would like to be included they can talk to him afterwards. A (Member) asked who is in charge of taking flyers down. Percy said they do a run every week to see flyers that are not fulfilling the guidelines, but that it is ultimately the responsibility of each organization to take their flyers down. A (member) asked why digital flyers are only posted in the One Main Building Screens, and asked if there was a way to send it to all three buildings at once. Percy said every building has its own guidelines and different people in charge (Veronique Molinier is in charge of One Main), but that he would look into how that could be made possible. Elias asked them to make sure their Gatorsync profiles are updated, as he would take information from them. He also asked them to send SGA their event requests for the weekly calendar by Friday of every week in order for them to be included the following Monday. Edward told them it was a great idea and asked all of the orgs to take it into consideration. Elias will make forms that orgs can fill out to request their events to be included for the next semester in the SGA notebooks. A member asked to recognize SGA and the Council of Organizations for their great work, and noted that the change was noticeable from the previous year. Jason J. Rivas also stood to congratulate SGA and the Council of Finance on all of their progress, and commended SGA on their hard work, and how much the organization had changed and improved from the previous year.

- IX. Daral told the group that the next meeting will be more of a mixer, and she will be receiving recommendations about the meetings, any suggestions. She asked for last minute comments. Percy told the group it would be a very fun and exciting meeting with a lot of food for everyone. They will also incorporate an ugly sweater competition for organizations, groups can also decorate ornaments. They will also be recognizing all of the graduating seniors.
- X. Daral asked the group to send their events before hand to add to the agendas.
- XI. Dr. Nicholson Preuss recommended adding a community service component to the mixer, like a toy drive. Daral agreed that it would be a good idea. A (member) said she had connections to someone holding a toy drive in UH Main, and that there are some guidelines that have to be followed. Daral asked her if she would be willing to take over that part of the event. She said she would definitely be willing and said she

will forward all information to Council of Orgs as soon as she acquires it. Daral promised the members to send out an update when all the information is brought together.

Meeting was adjourned by Daral Moore Washington at 3:40 pm

Minutes taken by: Evelyn Y. Garcia

Contact Information:

Council of Organizations Chair: Daral Moore-Washington

[uhdcounciloforganizations@gmail.com](mailto:uhdcounciloforganizations@gmail.com)

Coordinator for Student Activities: Percy Jackson

[jacksonpe@uhd.edu](mailto:jacksonpe@uhd.edu) (713) 221-8281 S-204N