



Inter Club Council Minutes
January 25, 2017
1:30 pm, Student Council Chambers

DRAFT

<http://www.deanza.edu/clubs>
<http://www.facebook.com/deanzaicc>

I <3 Clubbing @ De Anza

1. Call to Order

ICC Chairperson, Nicole Bu, called the meeting to order at 1:35 pm

2. Approval of the Minutes – January 18, 2017

LEAD moved and seconded by Women Empowered to approve the Minutes of January 18, 2017. There were no objections to approve the Minutes. The motion to approve the Minutes of January 18, 2017 was passed by consensus.

3. Approval of Today's Agenda

Shotokan Karate moved and seconded by Auto Tech to approve Today's Agenda. There were no objections to approve the Agenda. The motion to approve Today's Agenda was passed by consensus.

4. Club(s) on Probation

Missed Winter 2017 Welcome Week: (7)

Biology Club, Filmmakers Union, Grace Fellowship, Math Club, Physics Club, The Helping Hands, Ultimate

5. Clubs on Trial: (1)

Artists for the Environment

6. Reactivated Clubs on Trial: (2)

Asian Pacific Americans for Leadership (\$582.21)

7. New Club: (1)

Psychology Club will receive a one-time new club funds of \$100.00

8. Reactivated Club: (1)

Muslim Student Association will receive their club funds of \$152.54 from the Inactive Club Account

9. Number of Active Clubs: (66)

10. Calendars

10.1 ICC/Club Calendar of Events as of 1/24/17

Information is from the Event Planning Request Form

(**New Information in Bold**/ * Money collected)

Jan. 26 Club Day – 11:00 am – 1:00 pm – Main Quad

Feb. 8, 9 Outreach hosted by InterVarsity Christian Fellowship – 10:00 am – 2:00 pm

[DACL Files/ICC/ICC Agenda-Minutes/ICC Minutes/2016-2017/Winter 2017/2017-1-25.doc](http://www.deanza.edu/clubs)

- Feb 9 Worship Service hosted by InterVarsity Christian Fellowship– 5:00 pm – 8:00 pm
 Feb 11 New Officer Election hosted by PISO – 11:00 am – 4:00 pm

10.2 DASB Calendar of Events as of 1/24/17

Information is from the Event Planning Request Form
 (New Information in Bold/ * Money collected)

11. ICC/Club Account Balance Status as of 1/24/17 (New Information in Bold)

Club/ICC Allocation Account	(#41-54730)	\$ 7,823.04
ICC Allocation-New Club Account	(#41-54720)	\$ 1,100.00
ICC Emergency Relief Account	(#44-4289)	\$ 3,095.05
ICC Events Award Account	(#41-54600)	\$ 8,850.00
ICC Inactive Hold	(#44-4300)	\$16,409.63
ICC Scholarship Account	(#44-4310)	\$ 9,246.35
ICC	(#44-4320)	\$ 2,461.63

12. Business

12.1 ICC Concession Bid for Feb. 4

Technology & Sustainability- Out club is initiating this quarter with more than 2 active projects that need to be funded. The concession money would help our club to fund these projects. The projects include automatic irrigation projects, carpool project, reducing printing by clubs at De Anza project, Real Food Calculator projects. Materials need to be bought for building the automatic irrigation system.

Auto Tech- To raise funds for various club activities and projects I.E. Car parts

Auto Tech’s concession starts at 8:30AM and Technology & Sustainability’s concession starts at 9:00AM

12.2 ICC/Club Budget Request

LEAD moved and seconded by Auto Tech to approve NAMI-DA’s request of \$150.00 from Club/ICC Allocation Account #41-54730 to NAMI-DA (#41-54720-4013) \$150.00 for Club Banner (Club Day). 4 Elements Hip Hop moved and seconded by Developers’ Guild to end discussion. There were no objections to end discussion. The motion to approve NAMI-DA’s request of \$150.00 from Club/ICC Allocation Account #41-54730 to NAMI-DA (#41-54720-4013) \$150.00 for Club Banner (Club Day) was passed by consensus.

12.3 Club Day

Tiffany Kam, ICC Chair of Programs reminded clubs to print out club flyers ahead before Club Day, blow up balloons 9:00am – 10:30am. Check in at ICC tent after setting up from 10:30 am – 11:15 am in Main Quad, Group Photo at 1:00pm and clean-up area and check out with ICC Officers in the blue t-shirts. Also there are still plenty of time slots for Club Performances. Clubs on Trial will need to share tables in front of Admin Bldg.

12.4 ICC Elections 2017-2018

ICC Officers described their job as a part of ICC. ICC Officers meet for the ICC Agenda Meeting and have 2 ICC Office hours per week for at least 6 hours per week plus extra time for ICC Special Events such as Club Karaoke, Club Day, Community Event per quarter, Fall Dance, Spring Carnival, High School Student Open House at De Anza in Spring Quarter.

-ICC Officer membership requires to be enrolled at De Anza College with minimum of 4, and maximum of 23 units quarter units. Also, must maintain a cumulative GPA of at least 2.5 during Spring, Fall, Winter and be a current DASB card holder.

ICC Chairperson – Nicole

I am in charge of attending and presiding over the ICC Meetings.

ICC Chair of Finance – Uyen

This position is in charge of handling all the finances from the ICC such as, ICC Allocation budget requests, ICC Emergency Relief requests, and processing ICC requisitions.

ICC Chair of Programs – Tiffany

This person is in charge of organizing on-campus events. Club Day, Club Karaoke, Fall Dance, Breast Cancer Walk, Campus Clean Up and more setting up an outreach event each quarter, and making sure that volunteers that sign up for events show up on time. Also responsible for the De Anza Flea Market Concessions for clubs.

ICC Chair of Marketing

This position is in charge of designing flyers, posters and taking photos for ICC events. Events include Club Karaoke, Club Day, Fall Dance and Spring Carnival. Also for maintaining ICC Facebook page and quarterly ICC Slide show.

It is a great opportunity to learn, make friends and understand others to solve conflicts. Student leaders will learn time management skills, oral presentation skills.

You will be representing Inter Club Council of De Anza at DASB Meetings, or to other school organizations

Please pick up an ICC Election Packet, if interested. See the ICC officer of the position you are interested or see the ICC Advisor.

ICC Officer Candidates will give speech at the ICC Meeting and the following week the voting by ICC Reps and ICC Chairs. The ICC Chair will vote in the event of a tie will occur.

12.5 ICC Concessions Code Proposed Changes

Developers' Guild moved and seconded by Auto Tech to approve the following proposed ICC Concessions Code changes. There was a discussion to this change. LEAD moved and seconded by Shotokan Karate to end discussion. There were no objections to approve the motion. The motion to approve the ICC Concessions

Code changes were passed by consensus.

ARTICLE I, SECTION 1. Procedure

~~F. If only one club has turned in a bid for the Concession Stand then that club will be offered the two Concession Stands. This will count as one Concession Stand date.~~

~~F G.~~ If a club who was awarded the Concession Stand fails to fulfill its responsibilities on the day of the Flea

Market then the club will forfeit their right to bid for three months from day of the next available concessions.

~~G H.~~ A club will be limited to receiving the concessions three times during the academic year (July 1 – June 30).

~~SECTION 4. Community Outreach Drink Stand~~

~~A. — There will be one Concession Stand designated as a fundraiser for “Community Outreach” sponsored by ICC or a club once per quarter with these designated months: May, August and November.~~

~~B. — If there is only one club concession form turned in then that club will automatically receive it.~~

~~C. — A drawing will be held to select which Community Outreach program will receive the Concession Stand when there is more than one club.~~

~~D. — In the event that no club has bid for the Community Outreach Concession Stand, then the ICC may do the Concession Stand for the ICC Scholarship or ICC Emergency Relief Fund or there will be a drawing to determine which club will receive it.~~

SECTION 4 5. Inclement Weather

SECTION 5 6. July/August/September/October Concessions

A. Concessions forms will be due at the designated ICC meeting. If possible each club will receive one concession stand. If there are not enough clubs for each month's concessions then the ICC may operate a stand to benefit the ICC Scholarship ~~and then there will be a drawing to determine which club(s) will receive an additional concession stand or another De Anza student organization may operate the July, August, September Concessions.~~

ARTICLE II, SECTION 1. Club Responsibilities

D. Provide **six (6)** ~~five (5)~~ De Anza students for the Concession Stand to begin at designated time.

E. All **six (6)** ~~five (5)~~ club members need to arrive at one time at the Food Services back loading dock behind the Food Service area (the large area where

the truck makes deliveries). Failure to have enough workers will result in the club not working the concessions.

ARTICLE IV, FINANCE, SECTION 1. Financial Breakdown

- A. Food costs, labor, ~~ICC Scholarships, ICC Emergency Relief and Community Support Fund and ICC General Fund~~ will be deducted from concession profits.
- ~~B. The ICC Scholarship Fund will receive 2% per concession~~
- ~~C. The ICC Emergency Relief and Community Support Fund will receive 2% per concession.~~
- ~~D. The ICC General Fund will receive 1% per concession.~~
- ~~CE.~~A breakdown of costs will be given to the club(s) and advisor(s) within two (2) weeks proceeding the concession but clubs will be eligible to draw against those funds earlier.

11.6 ICC Financial Code Proposed Changes

ICC Chair of Finance, Uyen Pham reviewed the proposed changes to the ICC Financial Code. The voting will occur at the next ICC Meeting.

II. DASB/ICC BUDGET

The upcoming DASB/ICC budget proposal **will be submitted** ~~shall be approved~~ by the ICC **Officers and ICC Advisor** ~~no later than the eighth (8th) week of the Spring Quarter by a two-thirds vote.~~

III. DASB/ICC ALLOCATIONS

- A. The ICC Club Roster/Financial Report must be completed and signed by the Designated Officers: President or Co-Presidents, or Chair, or Vice President, or Vice President/ICC Rep signature(s), Treasurer, Secretary and ICC Representative, other listed club officers and the club advisor(s). The ICC Club Roster/Financial Report must be turned in no later than the sixth (6th) week of the Spring Quarter. There must be **a minimum of four (4) and a maximum of no more than seven (7) club officers.**
- B. The ICC will **allocate** ~~approve an allocation of~~ \$100 for each new club who do not have funds in a previous club account.
- C. Club Special Allocation request:
 - 5. Items with Limitations:
 - f. Allocation for supplies **for Club Day and Club sponsored event (usable goods decorations, paper, supplies, tape)** will be limited to \$250.00 per fiscal year (July 1-June 30). **May not be used for supplies to support a club fundraiser or to give away items.**
 - 7. Items with Limitations:

D. The ICC Chair**person**, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and the ICC Advisor shall be responsible for reviewing the club budget requests and making a recommendation to the ICC for final approval.

V. ICC SCHOLARSHIPS

The ICC Scholarships will be funded ~~75%~~ from the Inactive Club Account ~~and 2% from the De Anza Flea Market Concessions~~ and ICC Dance or ICC fundraisers. There will be up to eight (8) \$1,000 Carolee Erickson Memorial ICC Scholarships offered per fiscal year (July 1 – June 30).

~~VI. ICC EMERGENCY RELIEF FUND~~

- ~~1. Major disasters or tragedies or support for a Non Profit Community Organization who has a 501C and a United States address may be funded up to \$500.00 from the ICC Emergency Relief Fund. There is a limit of \$500.00 per specific disaster, tragedy or support for a Non Profit Community Organization that clubs may request per fiscal year (July 1 June 30).~~
- ~~2. The ICC Emergency Relief Fund will be funded 2% from the De Anza Flea Market Concessions and 25% of the Inactive Club Account and the \$25 fines listed in Article XI Fees and Penalties.~~
- ~~3. Club(s) or ICC will need to request funds for the ICC Emergency Relief Fund at the ICC Agenda Meeting and then have it approved at the ICC Meeting.~~
- ~~4. Clubs may request one Major disaster or tragedy or a Non Profit Community Organization per fiscal year (July 1 June 30).~~
- ~~5. Major disasters or tragedies or a Non Profit Community Organization may only receive one funding request per fiscal year (July 1 June 30).~~
- ~~6. The ICC/DASB Dance Income will raise funds for the ICC Scholarship or ICC Emergency Relief Fund.~~

~~VI VII.~~ ICC Account (#44 – 4320)

~~VII VIII.~~ CLUB 44-xxxx

- ~~2. Donations are limited to Non Profit Community Organizations who have a 501C and a United States address.~~

~~VIII IX.~~ DEPOSITS

IX. EXPENDITURES

C. Expenditures to transfer to another club's fund can only be **for sharing experiences for joint sponsored events.** ~~done for the intent of a cause as a donation.~~

C D. The Student Accounts Office will facilitate the transaction in one of the

three (3) ways and will note on the requisition the action taken.

3. Purchase Orders: All purchases/**services** over \$1,000 and all capital items will go on a District Purchase Requisition. Purchase orders shall be obtained through the submission of a district purchase requisition to the Student Accounts Office. **If for an open P.O. for services, an Independent Contract is required.** Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from which such items are to be purchased. After review and approval by the club members, the Club Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, the ICC Chair of Finance, the DASB Chair of Finance (if DASB account) and the Director of Office of College Life, Director of Budget and Personnel, Dean of Student Development, and VP of Student Services, a purchase order will be issued by the district. The purchase requisition will then be created in the District's Banner System. District Material will issue a Purchase order to vendor.

~~D E~~-If the ICC Chair of Finance is not available, one of the other ICC officers will sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance will sign.

~~E F~~-If the ICC Chair of Finance is vacant, other ICC officers can sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance will sign.

XI. FEES AND PENALTIES

- ~~A~~. If a club fails to pay a bill within a twenty –five (25) day period or by June 30, one of the ICC Officers or ICC Advisor will be authorized to deduct it from their club account upon being informed by the ICC Advisor. There will be a \$25 service charge for delinquent invoice that will go into the ICC **#44-4320 Emergency Relief Fund (Account #44-4289)**.
- D. If a club signs up for an ICC sponsored event/entertainment slot and fails to participate then there will be a \$25 fine that will be deducted from their club account by one of the ICC Officers. The fine will go to the ICC **#44-4320 Emergency Relief (Account #44-4289)**.
- E. There will be a \$25 fine for any club that fails to clean up its area at Club Day that will go to the ICC **#44-4320 Emergency Relief (Account #44-4289)**.
- F. If a club doesn't sign up for Welcome Week by the Friday of Finals or missed their original signed up time and covered another shift, then the club(s) will be charged a \$25 fine and the money will go to ICC **#44-4320 Emergency Relief Fund (Account #44-4289)**. If a club is inactive then the \$25 fee will not be charged.
- H. If the club has less than \$25 left in their account to pay off their ICC **Emergency Relief Fine**, then the ICC Officers will determine what community services the club must do instead of the fine.

XII. MAINTENANCE OR RECORDS

XIII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of Budget and Personnel. Payment for service contracts must be initiated by the Independent Contract Form procedure, paid by the district. Club members should never make a direct payment to an individual contractor for their service to the club, and then try to get reimbursed from the Student Accounts Office. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code. **All services \$1,000.00 or greater require a Districe Purchase Requisition for a Districe P.O. to be generated**

~~XIV. CLUB FUNDRAISERS FOR DONATION~~

~~Club funds for donations should be deposited to the designated organization within three (3) months of the event. Failure to comply will allow one of the ICC Officers to donate the money to the Local Red Cross or International Red Cross Organization.~~

~~XIII~~XV. CLUB FUNDRAISERS, COLLEGE LIFE FUNDRAISER/MONEY COLLECTION FORM

Clubs must complete the ~~De Anza Inter Club Council Club~~ **College Life Fundraiser/Money Collection** form for each fundraiser activity **or collecting funds for any reason** at least one week prior to event. Failure to turn in the form will result in the Club account being frozen until the form is turned in.

~~XIV~~XVI. DONATIONS TO CLUBS

1. Donations to a club can be deposited directly to the club's account at De Anza College Student Accounts **only if the donor is not claiming as a tax deduction.** Checks should be made payable to De Anza College followed by the club name.
2. The District Foundation Office will issue individual receipts for individual donations of \$250 or more or upon request. ~~For Donations under this amount, the donor's canceled check shall serve as their receipt for income tax purposes.~~

~~XV~~XVII. USAGE OF DE ANZA FOOD SERVICE **PRE AUTHORIZATION FORM** AND PRINTING SERVICE

~~XVIII~~.RATIFICATION

11.7 Club Karaoke Drawing-Winter, 2017 (Info/Action) (2 x \$50 Drawing)

Thank you: 4 Elements Hip Hop, Improv & Sketch Club, Music Club, Political Revolution, The De Anza Network, VSA for participating in Club Karaoke Winter 2017. A drawing was held.

Congratulations The De Anza Network and VSA for winning \$50 each

13. Reports

ICC Chairperson: Nicole Bu

1. Update blue roster if officer has changed.
2. Run for ICC Election! Deadline: Feb. 13rd(One day before Valentine:)

ICC Chair of Finance: Uyen Pham

1. Hi everyone! For those who submit the budget request, remember to submit requisition form and receipts to Students Account as soon as you can.
2. For those of you who apply to UC, the deadlines to update your Fall Grade is Jan 31st, and UC Berkeley requires extra forms to be completed! Don't miss it!!

ICC Chair of Programs: Tiffany Kam

1. the Flea Market Orientation.
2. Please sign up for the Club Day Performance to win the Awards!
3. Thank for all your active participation for Club Karaoke!

ICC Chair of Marketing: vacant

DASB Liaison: Kurumi Sasaki

1. Application for DASB General Elections for 2017-18 term is due on Monday, January 30th by 4:00pm at the Office of College Life. We will be working on budget deliberations for the next fiscal year in the next two general meetings, which is held on every Wednesday from 3:30pm in the student council chambers.

ICC Advisor: La Donna Yumori-Kaku

1. Banner or Postcard Printing: ICC uses Advantage Grafex 10161 S. De Anza Blvd. Cupertino Mon – Fri 8:00AM – 5:00PM 408-466-0915 Ben@advantagegrafex.com Needs PDF files with high resolution photo www.advantagegrafex.com See www.deanza.edu/clubs/banner.html
2. On Campus Glass Display Cases: There are 10 locations. Please drop off club flyers or large posters by Thursday to be posted on Fridays by Office of College Life Student Employees.
3. Club Room Hours: The Club Room is open M-TH 7:00AM-9:00PM and F 7:00AM - 4:30PM. Use the door with the electronic lock at the end of the hallway since the other two doors are opened by 8:30AM and locked by 5:00PM.
4. De Anza Club Interest Forms: I am forwarding the emails of students who have indicated an interest in your club (from the De Anza club interest section) please be sure to contact them as soon as possible. I forward these emails only on Mon- Fri. so there may be a few days lack time when they originally sent it to me. Thanks.
5. New Student (Counseling 50) Classes: I need volunteers to assist me with these classes. Sign up on the half sheets after the ICC Meeting. Clubs who volunteer will be eligible for a \$50 drawing in Spring Quarter. Clubs must be present to win.
6. Equipment Check Out: The person who signs up for the equipment needs to be the person who picks up the equipment. Be sure to get instruction on how to use the equipment when you pick it up. Please return ALL the equipment back so others may use it. Please DO NOT take the equipment home with you

14. Roll Call

	Present	Absent	Probation Present	Probation Absent
4 Elements Hip Hop Club	X			
Accounting & Finance Club		X		
Anime Club	X			
Artificial Intelligence for Robotics (AIR)	X			
Auto Technology	X			
Badminton Club	X			
Biology Club			X	
Cheer and Dance Team		X		
Chemistry Club	X			
Chinese Student & Scholars Association (CSSA)		X		
Circle K	X			
Cross Cultural Partners Club (CCPC)		X		
Clean Energy Club	X			
Competitive Gamers Club	X			
DA Dance Crew		X		
DECA		X		
Deep Mind X		X		
Desi Student Association (DSA)	X			
Developers' Guild	X			
Engineering Technology Club (ETC)	X			
eSports	X			
Ethical International Career Planning	X			
Explorers' Nest	X			
Fellowship of Overseas Students (FOS)	X			
Filmmakers Union			X	
Go Club		X		
Grace Fellowship			X	
Hong Kong Student Association (HKSA)	X			
IDEA		X		

	Present	Absent	Probation Present	Probation Absent
Improv & Sketch Comedy	X			
International Student Volunteers (ISV)	X			
InterVarsity Christian Fellowship at De Anza	X			
Iranian Student Association (ISA)	X			
Japanese and American Association (JAA)	X			
K-Pop Dance Club	X			
Koala Tree	X			
Korean Student Association (KSA)	X			
Latina/o Empowerment at De Anza (¡LEAD!)	X			
Marketing Club	X			
Math Club				X
Medical Outreach Association (MOA)	X			
Music Club	X			
Muslim Student Association (MSA)	X			
NAMI-DA	X			
Outdoor Club	X			
Permas Indonesian Student Organization (PISO)	X			
Physics Club			X	
Psychology	X			
De Anza's Political Revolution	X			
PUSO	X			
Saltworks Christian Fellowship	X			
Second Journey	X			
Shotokan Karate	X			
Statistics Club (DASC)		X		
Student Nurses Organization (SNO)	X			
Taiwanese Student Association (TSA)	X			
Tech & Business Association		X		
Technology & Sustainability	X			

	Present	Absent	Probation Present	Probation Absent
The De Anza Network	X			
The Helping Hands			X	
Ultimate				X
UNICEF De Anza	X			
Union of Student Scholars		X		
Vietnamese Student Association (VSA)	X			
Women Empowered		X		
Young Americans For Liberty		X		
TOTAL	45	14	5	2
Clubs on Trial				
Artists for Enviroment	X			
APASL	X			

15. Adjournment

ICC Chairperson, Nicole Bu, adjourned the meeting at 2:27 pm

Respectfully submitted,

Jayne Kangley
ICC Secretary