

MEETING MINUTES (CALLED TO ORDER: 9:00 A.M BY LORRAINE OSAKO)**In Attendance**

11/07/2017

Lorraine Osako • Francine Ching • Nels Romerdahl • Kate Baoit

Approval of Minutes 10/17/2017

Motion: Nels Romerdahl

Approved: Kate Baoit

Approval of Minutes 10/31/2017

Motion: Nels Romerdahl

Approved: Kate Baoit

Approval of Agenda 11/07/2017

Motion: Nels Romerdahl

Approved: Kate Baoit

Guest(s)Ellen Peterson & Mikiala Holly (Phi Theta Kappa)
Yvonne Ladera**Request for Funding (RFF's)**

Discussions were held regarding the following purchases on (11-7-17). Yes: all members, No: none. Motion carried by the council.

Campus Club/CSO	Event	Vendor	Items	Category	Amount	Motion to Approve or Deny Purchase	Second to Approve or Deny Purchase
Phi Theta Kappa	Red Cross Emergency Training (12/8/17- 9am- 2 pm)	Dominos	Pizza	Supplies: Food	\$100		

Old Business

- 1) Filling Officer Vacancy
 - a) Nels will do today's minutes in Bryan's absence.
 - b) Nels & Bryan will help Kate learn how to prepare meeting minutes
 - c) Tabled voting Kate to secretary & Noelani to treasure
- 2) RFF & BEW (Budget Estimate Worksheet) Process
 - a) Make sure to use version revised 10/3/2017
 - b) Costco
 - i) Food court is a different vendor (additional BEW required)

- ii) Should be broad (example: \$1,000 TV is fine). Can mix and match items that meet line item criteria (Example: \$50 for “snack bars” can be granola bars & fig bars.)
- iii) **IMPORTANT:** Make sure to turn in receipts immediately (to avoid account freezes)
- c) Multiple BEWs for the same event can simply be attached
- d) Make sure packet is complete, data is consistent
- e) Category listed should be main category, not sub category (Example: Office Supplies)
- 3) P-Card Procedures
 - a) Francine review RFF packet BEFORE you request using P-Card
- 4) Campus Club
 - a) Tabled for future meeting

New Business

- Officer Absence
 - a) Discussed idea of establishing policy regarding “excused” versus “unexcused” absences.
 - b) Discussed enacting by-laws which include an absence policy.

Officer Reports and Announcements

Ran out of time, tabled for the next meeting

President: Lorraine Osako

Vice President: Nels Romerdahl

Secretary: Interim (Bryan Teanglum)

Treasurer: Interim (Bryan Teanglum)

Advisor: Francine Ching

Announcements

None to report

Meeting Adjourn

Motion to adjourn 11/7/2017 10:30 AM.