



**Inter Club Council Minutes**  
**November 12, 2014**  
**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, Omer Yosef called the meeting to order at 1:33pm.

**2. Approval of Today's Agenda**

Green Party moved and seconded by 4 Elements of Hip Hop to approve Today's Agenda. There were no objections to end discussion. The motion to approve Today's Agenda was passed by consensus.

**3. Approval of the Minutes – November 5, 2014**

InterVarsity moved and seconded by Outdoor Club to approve the Minutes of November 5, 2014. There were no objections to end discussion. The motion to approve the Minutes of November 5, 2014 was passed by consensus.

**4. Club(s) on Probation:**

**4a. Clubs who missed Fall 2014 Welcome Week Info Tent (1)**

- \*Club will be off Probation on 11/5 at end of ICC Meeting
- \*Radical Vegans of De Anza (RVODA)

**4b. Clubs who missed ICC Financial Orientation Meeting (2)**

- \*Clubs will be off Probation after the club has a Make Up ICC Financial Orientation Meeting with one of the ICC Officers or ICC Advisor no later than Noon 11/18/14: Future Business Leaders of America (FBLA), New-Lon-Kong,

**5. Club(s) on Trial: (2)**

Cycling Dons, Planned Parenthood Generation Action (PPGA)

**6. New Club(s): (1)**

- **Off-Campus Club (Acct. #44-4373)**

**Will receive a one time \$100.00 allocation from the ICC Allocation-New Club Account (#41-54720) for becoming a New Club.**

**7. Reactivating Club(s): (1)**

- **De Anthro (Acct. #44-4118)** will receive a \$100.00 allocation from the Inactive Club Hold (#44-4300) for becoming a Reactivated Club.

**8. Number of Active Clubs: (73)**

## 9. Calendars

### 9.1 ICC/Club Calendar of Events as of 11/11/14

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

- Wed Nov 12 Thanksgiving Feast Conference hosted by Team HBV – 12:30pm – 2:30pm,  
Conference Room B
- Fri Nov 14 \*The Masquerade hosted by ICC – 9:00pm – Midnight,  
Conference Room A/B
- Sat & Sun Martial Arts Workshop & Practice hosted by Shotokan Karate Club –  
11/15&16 10:00am – 4:00pm, PE14
- Thur Nov 20 Film & Discussion event hosted by Inclusability – 3:45pm – 6:30pm, Conference  
Room A

### 9.2 DASB Calendar of Events as of 11/11/14

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

- Nov 11-13 Make Your Voice Heard Week hosted by Student Services – 10:30am – 6:00pm,  
Main Quad East
- Tues Nov 25 I Am Thankful For: hosted by Diversity and Events – 11:30am – 1:00pm,  
Main Quad

## 10. ICC/Club Account Balance Status (New Information in Bold) (As of 11/11/14)

Club/ICC Allocation Account	(#41-54730)	\$9,200.00
<b>ICC Allocation-New Club Account</b>	<b>(#41-54720)</b>	<b>\$1,300.00</b>
<b>ICC Emergency Relief Account</b>	<b>(#44-4289)</b>	<b>\$5,487.45</b>
<b>ICC Events Award Account</b>	<b>(#41-54600)</b>	<b>\$9,700.00</b>
<b>ICC Inactive Hold</b>	<b>(#44-4300)</b>	<b>\$8,350.44</b>
ICC Scholarship Account	(#44-4310)	\$8,525.10
ICC	(#44-4320)	\$2,520.48

## 11. Business

### 11.1 Club Concessions for December 6

(Information taken directly from the ICC Concession Bid Form)

- o **ETC:** Hi. We need funds to fund our projects! Projects such as a hovercraft, the quad copter, a robotic arm, a rover and some biomedical thing, just to name a few. Plus a few more projects out new members have proposed but cannot do due to low funds. Just remember who made cellphones and laptops like the ones you're using right now, person in the back. I see you. All in all, thank you for your time. We're also still hungry too.

Congratulations Auto Tech and ETC!

Auto Tech's concession starts at 8:00AM and ETC's concession starts at 8:30AM

## **11.2 ICC Emergency Relief Budget Request**

ISV moved and seconded by The De Anza Network to approve ICC's request of \$500 from the ICC Emergency Relief Fund Account (#44-4289) to Save the Children Federation to help Stop Ebola and protect Ebola's orphans. MOA moved and seconded by Outdoor Club to end discussion. There was an objection. A vote was taken to approve ICC's request of \$500 to Save the Children Federation. 34 Yes 0 No. The motion to approve ICC's request of \$500 to Save the Children Federation was passed by majority vote.

## **11.3 ICC Concessions Code Update**

ICC Chairperson, Omer Yosef went over the ICC Concessions Code changes. A vote will be taken next week to approve the following changes for the ICC Concessions Code.

### Article I CONCESSION BIDS / SECTION 1. PROCEDURE / B.

A **Club Officer** ~~student representative~~ from the club must be present at the entire ICC meeting to present the bid for a Concession Stand and remain until the selection of the concession stands are announced.

### Article I CONCESSION BIDS / SECTION 1. PROCEDURE / E.

In the event that no club has bid for the Concession Stand, then the ICC may choose to do the Concession Stand for the **ICC Scholarship** ~~Emergency Relief Fund~~ or postpone concession bid and voting until the next ICC meeting.

### Article I CONCESSION BIDS / SECTION 3 Voting / C.

**Clubs will vote for one club for the Concession Stand and** ~~the club with the highest number of votes will receive the opportunity to operate the concession stand. Clubs will vote for one club for the Concession Stand.~~ In the event of a tie then both clubs will receive it. In the event of more than a two-way tie, then a drawing will be held.

### Article I CONCESSION BIDS / SECTION 4 Community Outreach Drink Stand / 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** ~~Emergency Relief Fund~~ or there will be a drawing to determine which club will receive it.

### Article I CONCESSION BIDS / SECTION 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** ~~Emergency Relief Fund~~ and then there will be a drawing to determine which club(s) will receive an additional concession stand.

### Article II DUTIES OF CLUBS OPERATING CONCESSIONS / SECTION 1. Club Responsibilities / A.

The ICC rep of the clubs **and club members** who receive the Concession Stand must meet with the ICC Chair of Programs or ICC Advisor after the ICC meeting to set up a meeting time to review the Concessions guidelines and walk to the Food Services Loading Dock.

## Article II DUTIES OF CLUBS OPERATING CONCESSIONS / SECTION 1. Club Responsibilities / C.

Due to insurance liability, only De Anza club members or **De Anza** students or staff may work the Flea Market Concession. During the July, August, September Concession, only people who intend to enroll at De Anza in the fall are eligible to work.

### 11.4 ICC Financial Code Update

ICC Chair of Finance, Simon Siu went over the ICC Financial Code changes. A vote will be held the next ICC Meeting to approve the ICC Financial Code changes.

#### II. DASB/ICC BUDGET

The upcoming DASB/ICC budget proposal shall be approved by the ICC no later than the ~~fifth (5<sup>th</sup>)~~ **eighth (8<sup>th</sup>)** week of the ~~Fall~~ **Spring** Quarter by a two-thirds vote. The ICC shall vote on a revised upcoming budget if needed no later than the tenth (10<sup>th</sup>) week of Spring quarter by a two-thirds vote.

#### III. DASB/ICC ALLOCATIONS / Section B.

The ICC will approve an allocation of \$100 for each new club who do not have funds in a previous club account. Reactivated clubs will receive their club funds from the ICC Inactive Hold if it was within one year of inactive status. If the previous club account has less than \$100 then the reactivated club will receive the additional \$100 allocation. The new club will receive the DASB allocation into their 44-xxxx club account after the club officers and club advisor attend a new club orientation meeting with one of the ICC Officers or ICC Advisor and the ICC Financial Roster is on file at the Student Accounts Office within three (3) weeks of being a Club on Trial. **A Club Advisor for a new or reactivated club doesn't have to attend the New Club Orientation Meeting if they are or has been a club advisor within the last two years.**

#### III. DASB/ICC ALLOCATIONS / Section E.

Once the allocation is approved by ICC, then ~~a memo with the account # will be given to the clubs in their mailbox and to the club advisor(s)~~ **an email will be sent to the club and club advisor(s)**. The clubs must process their financial matter within a period of three (3) weeks of approval or three (3) weeks after the club event or by June 30 if funding is for an event or purchase in June. Any amount left in the designated account for clubs after the three (3) weeks period shall be transferred back to the ICC Club Allocations account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting.

#### IV. CLUB AWARDS / Section C.

Clubs must attend the ICC meeting **and the Fall or Winter or Spring Finale Receptions** when a drawing prize is held in order to win the drawing.

#### 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 ~~ten (10) \$750.00~~ **eight (8) \$1,000** Carolee Erickson Memorial ICC Scholarships offered per fiscal year (July 1 – June 30).

#### VI. ICC Emergency Relief Fund / Section 6

**The ICC/DASB Dance Income will raise funds for the ICC Scholarship or ICC Emergency Relief Fund.**

#### X. EXPENDITURES / Section B

The approved requisition needs to be turned into the Student Accounts Office and a check will be ~~ready~~ **when all authorization signatures are secured.** ~~except~~ ~~after 1:30 pm on the day~~ processed

~~when the campus is closed or during breaks, office may be closed, or during the Student Accounts Office year end closure. There is a \$25 service fee if a check is returned by the bank for any reason, and it is the club's responsibility to collect on the returned check.~~

#### X. EXPENDITURES / Section D / Section 3

Purchase Orders All purchases 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. 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, or one of the ICC Officers, 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 ~~be forwarded to District Material Services~~ **then be created in the District's Banner System.** District Material will issue a Purchase order to vendor.

#### XI. FEES AND PENALTIES / Section 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 Emergency Relief Fund (Account #44- 4289).

#### XI. FEES AND PENALTIES / Section D

If a club signs up for an ICC sponsored event/entertainment slot ~~or for the Club Glass Display Case~~ 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 Emergency Relief (Account #44- 4289).

#### XI. FEES AND PENALTIES / Section 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 Emergency Relief Fund (Account #44-4289). **If a club is inactive then the \$25 fee will not be charged.**

#### XII. MAINTENANCE OF RECORDS / Section B.

~~All equipment purchased by ICC with De Anza student funds remain the property of De Anza Associated Student Body and will be stored in De Anza Premises when not in use.~~

#### XII. MAINTENANCE OF RECORDS Section C then becomes B.

**€B.** An annual audit of all DASB accounts, club accounts and trust accounts shall be made by a certified public accountant (CPA) retained by the College District. Any unannounced audit may be made by District-retained CPA at any time.

#### 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. ~~All contracts must be made out in triplicate; one copy shall remain with the Club Advisor and one copy shall be filed with the ICC Advisor.~~ 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.

## **12. Reports:**

### ICC Chair, Omer Yosef

1. Any questions on the dance Friday? Any suggestions?

### ICC Chair of Finance, Simon Siu

1. Anyone has financial questions, please come and see me!!!
2. Club who missed financial orientation, please schedule with ICC officers.

### ICC Chair of Programs, Raisa Hernandez

1. Hello! Thank you for voting for me to be your new ICC Chair of Programs. I'm looking forward to working with everyone.
2. Masquerade dance is this Friday! If you haven't bought your ticket yet, get it now!!!

### ICC Chair of Marketing, Joyce Lin

1. Omg! The Spring Dance is this Friday!!! I'm so excited. Let's keep promoting the dance.
2. Don't forget that "I <3 Clubbing" picture is due this Friday. So far we've only received it from Leo Club and Marketing Club. Drawing for \$50 next Wednesday November 19, 2014.

### DASB Liaison, Rhea Goveas

1. Come to Moveable Feast this Friday! Food trucks that are coming include:  
3 Brothers Kitchen, Cluck it Up, Curry Up Now, Eat On Monday, KoJa Kitchen, Mama Liu Taiwanese Street Food, Sip of the World, and Takoz Mod Mex.

### ICC Advisor, La Donna Yumori-Kaku

1. The Masquerade Fall Dance: Advance ticket sales are 208! Dance Tickets are \$10 at the Door.
2. Large Posters: The recommended size of your poster design of 24" x 31" because that size conforms to the ratio for letter size paper (8.5" x 11"). Here are the various ratios for letter size paper: 8.5 " x 11" (letter size flyer), 18.5" x 24" (small poster), 24" x 31" (large poster) 4.25" x 5.5" (quarter sheet size flyer) Our office will print up to four poster for your events held on campus and we request that you bring in your files for printing at least one week prior to your event.
3. Copy Machine in the Office of College Life: Please be considerate of others when making large quantity of copies. Also please take your original from the copy machine.
4. Club Flyers: Please remove posted club flyers after your club event is over.
5. Free Legal Advice: Sign up for 15 minutes appointments with lawyer, Ron Goularte to discuss a legal question at the front desk of the College Life Office. Please show your current DASB card.
6. Sign up for Welcome Week Jan 5-8, 2015! Please sign up for shift for Welcome Week Winter Quarter, 2015. Sign up sheet is at the ICC Meeting and at the College Life Clip Board. Deadline is Friday, Dec 5, 2014 at 4:00pm. Reminder: \$25 fine if your club doesn't sign up for shift by deadline. Failure to show up for shift results in probation.
7. ICC Chair Gavel and Plaque: ICC Chair, Omer Yosef receives his brand new ICC Chair Gavel and his name was added to the ICC Chair Plaque for 2014-2015 term. Congratulations Omer!!!

### 13. Announcements

Inclusability: Movie and Community Conversation – 11/20/14 – 3:45pm – 6:00pm – Conference Room A

“Music Within” movie & Discussion hearing impaired veteran finds calling advocating for others people with disabilities. 2015 is the 25 year anniversary of Americans with disabilities Act, a landmark of civic liberties for people with disabilities.

Saltworks: “Prodigal Run” 5k – 11/15/14 – 8:30am – 2:30pm – Los Gatos Creek Park 1250 Dell Ave, Campbell.

Run and walk that benefits the Accept India Center. Provides care for people with HIV/AIDS

### 14. Roll Call

Active Club	Present	Absent	Probation. P	Probation. AB
1. 4 Elements Hip Hop	✓			
2. 300! Bowling Club	✓			
3. Active Community Engagement Club (ACE)	✓			
4. Anime Club	✓			
5. Anti-Bullying Club (ABC)	✓			
6. Apple-N-Droid	✓			
7. Asian Pacific American Students for Leadership (APASL)	✓			
8. Association of Computer Machinery (ACM)	✓			
9. Auto Technology	✓			
10. Badminton Club	✓			
11. Ballet Folklorico	✓			
12. Cheer and Dance Team	✓			
13. Chinese Student Association (CSA)	✓			
14. Christians on Campus	✓			
15. Circle K	✓			
16. Cross Cultural Partners Club (CCPC)	✓			
17. DECA	✓			
18. DeAnthro	✓			
19. De Anza Physics		✓		
20. Desi Student Association (DSA)	✓			
21. Developers' Club	✓			
22. Economics Club	✓			
23. Elite Dance Club	✓			
24. Engineering and Technology Club (ETC)	✓			
25. Fellowship of Overseas Students (FOS)	✓			
26. Film Society		✓		
27. Food Club	✓			
28. Future Business Leaders of America (FBLA) – Phi Beta Lambda			✓	
29. Global Financial Analysts (GFA)	✓			
30. Grace Fellowship	✓			
31. Green Party	✓			

Active Club	Present	Absent	Probation. P	Probation. AB
32. Hedge Fund	✓			
33. Hong Kong Student Association	✓			
34. Inclusability	✓			
35. Integral Movement for AB 540 Student Success (I.M.A.S.S)	✓			
36. Iranian Student Association (ISA)	✓			
37. International Youth Fellowship (IYF)	✓			
38. International Student Volunteers (ISV)	✓			
39. InterVarsity Christian Fellowship	✓			
40. Japanese American Association (JAA)	✓			
41. Korean Student Association (KSA)	✓			
42. K-Pop Dance Club	✓			
43. Latino/a Empowerment at De Anza (LEAD!)	✓			
44. Leo Club De Anza	✓			
45. Marketing Club	✓			
46. Mathematics Club	✓			
47. Medical Outreach Association	✓			
48. New-Lon-Kong				✓
49. Off-Campus Club	✓			
50. Outdoor Club	✓			
51. Permias Indonesian Student Organization (PISO)	✓			
52. Philosophy Club	✓			
53. Psychology Club	✓			
54. Queer People of Color (QPOC)	✓			
55. Radical Vegans				✓
56. Rainbow Club	✓			
57. Saltworks Christian Fellowship	✓			
58. Second Journey	✓			
59. Shotokan Karate	✓			
60. Social Entrepreneurship Club		✓		
61. Student Nurses Organization (SNO)	✓			
62. Students for Justice (SFJ)	✓			
63. T-Tennis Club	✓			
64. Taiwanese Student Association (TSA)	✓			
65. Team HBV	✓			
66. The De Anza Network	✓			
67. The Tribe	✓			
68. Ultimate Layout	✓			
69. United Nations International Children's Emergency Fund (UNICEF)	✓			
70. Vietnamese Student Association (VSA)	✓			
71. Visionaries' Conversation Club for 2050 (VCC 2050)	✓			
72. Volunteer of Nature Conservation (VONC)	✓			
73. WITHUS	✓			
<i>TOTAL</i>	67	3	1	2



**15. Adjournment**

ICC Chairperson, Omer Yosef adjourned the meeting at 2:22pm

Respectfully Submitted,

Ricky Richard Anouluc  
ICC Secretary