



Inter Club Council Minutes
October 5, 2016
1:30 pm, Student Council Chambers

<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 1:36pm

2. Guest Speaker(s) (3)

- Matthew Zarate, DASB President – (408) 864-8690, DASBpresident@deanza.edu
DASB is near you to help you to voice your opinion and serve what students need. DASB Senators are working to provide you broader learning opportunities / activities at school. The DASB office is located next to the ICC office, across from the Office of College Life.

- Michele Le Bleu-Burns - Dean, EOPS & Student Development, (408)864-8828, LeBleuBurnsMichele@deanza.edu
I am in charge of the Office of College Life, Health Services and EOPS. My office is right across from the Health Service Center the last door to the right. If you have any concerns, please contact me. My office will be open for students who have any concerns or any suggestions to me, I am glad to see you all.

- Dennis Shannakian, College Life Administrative Assistant - (408) 864-8757, ShannakianDennis@deanza.edu
I am in charge of room reservations, the copy machine, equipment checkout, poster printing, and photo ID at the Office of College life. If you have not submitted a form for a meeting room reservation, please do so as soon as possible. When you have a poster for a certain event, you can post up to 10 for a month. Also, I can print posters one week advance.

3. Approval of the Minutes – June 1, 2016

Developers' Guild moved and seconded by Music Club to approve Minutes June 1, 2016. There were no objections to approve the Minutes June 1, 2016. The motion to approve the Minutes June 1, 2016 was passed by consensus.

4. Approval of Today's Agenda

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

5. Clubs who were late signing up for or changed Date/Time of Original Welcome Week Info Tent will be fined \$25 that goes to the ICC Emergency Relief Fund: (11)

Circle K, DA Dance Crew, Go Club, Grace Fellowship, Green Party, Hello World! Code Squad, InterVarsity Christian Fellowship, Physics Club, SNO, The Helping Hands, Ultimate

6. Club(s) on Probation: (7)

Missed Welcome Week Fall 2016 (7)

ACM, ISV, Phi Beta Lambda, Rotaract, SASA, Statistics (DASC), The De Anza Network

7. Club(s) on Trial: (1)

Chemistry Club

8. Inactive Club(s): (4)

- The Recreational Writing Club requested to be inactive by an email to La Donna on June 15, 2016
- Happiness Club advisor requested to be inactive by an email to La Donna on June 28, 2016 and expired Blue Roster
- Rainbow Club advisor requested to be inactive in person to La Donna Sept. 2016
- Students for Bernie Sanders requested to be inactive to La Donna on Sept. 13, 2016

9. Number of Active Clubs: (61)

10. Calendars

10.1 ICC/Club Calendar of Events as of 10/4/16

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

Oct. 6 Club Karaoke – 11:30 am – 1:00 pm - Patio

Oct. 13 Club Day – 11:00 am – 1:00 pm – Main Quad

10.2 DASB Calendar of Events as of 10/4/16

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

Oct. 31 Halloween Event – 11:30 am – 1:00 pm –Main Quad

11. ICC/Club Account Balance Status as of 10/4/16 (New Information in Bold)

Club/ICC Allocation Account	(#41-54730)	\$ 8,000.00
ICC Allocation-New Club Account	(#41-54720)	\$ 2,000.00
ICC Emergency Relief Account	(#44-4289)	\$ 5,224.21
ICC Events Award Account	(#41-54600)	\$ 11,000.00
ICC Inactive Hold	(#44-4300)	\$ 7,940.32
ICC Scholarship Account	(#44-4310)	\$ 10,856.00
ICC	(#44-4320)	\$ 2,470.57

12. Business

12.1 Club Budget Request

[DACL Files/ICC/ICC Agenda-Minutes/ICC Minutes/2016-2017/Fall 2016/2016-10-05im.doc](#)

Outdoor Club moved and seconded by Go Club to approve Explorers' Nest's request of \$261.00 from the Club/ICC Allocation Account #41-54730 to Explorers' Nest #41-54354-4013 \$150 for Club Banner, #41-54354-5745 \$75 for Advertisement and #41-54354-5922 \$36 for Club Website. Outdoor Club moved and seconded by Students of Success to end discussion. There were no objections to end discussion. The motion to approve Explorers' Nest's request of \$261.00 from the Club/ICC Allocation Account #41-54730 to Explorers' Nest #41-54354-4013 \$150 for Club Banner, #41-54354-5745 \$75 for Advertisement and #41-54354-5922 \$36 for Club Website was passed by consensus.

12.2 Club Day

ICC Chair of Programs, Tiffany Kam reviewed the Club Day Guidelines.



De Anza College Club Day Guidelines

Club Day is mandatory for clubs to attend.

Alternative date in case of rain

Date:	Thursday, October 13, 2016	October 20, 2016
	Thursday, January 26, 2017	February 2, 2017
	Thursday, April 27, 2017	May 4, 2017
Time:	11:00 am - 1:00 pm	
** Please remember to check in by 11 am at ICC Tent in front of Fountain and check out starting at 1 pm with one of the ICC Officers or ICC Secretary who will be wearing a Bright Pink t-shirt		
Location:	Main Quad	
9:00am – 10:30am	Blow up (5) Balloons (clubs need to have at least 2 club members)	
9:00am – 11:00am	Set Up Club Tables (1Table/2 Chairs)	
10:30am – 11:15am	Check in at ICC Tent	
1:00pm – 1:30pm	Clean up (Put away tables and chairs, remove trash from your area) Check out (find an ICC Officer in a <u>Bright Pink T-SHIRT</u> to check your club area)	

Clubs must CHECK OUT before leaving; failure to do so will result in a \$25 fine.

\$100: Award for Clubs

- Best Decorated Club Table (3 awards)
- Best Spirited (3 awards)
- Best Group Performance (song/dance/skit/poem etc.) (4 awards)
(A drawing may be held)

SIGN UP FOR A PERFORMANCE TIME AT THE ICC MEETING OR THE FRONT DESK OF THE OFFICE OF COLLEGE LIFE OFFICE – Ask for Sign Up Sheet. PERFORMANCES CAN BE A DANCE, SINGING, CHANTING, POETRY READING, SPORTS EXHIBIT, DEMONSTRATION, SKIT, OR GAME ACTIVITY THAT IS PERFORMED BY CLUB MEMBERS OR INVOLVES AUDIENCE.

Please present your music in a USB flash drive to the DJ for your performance.

FINES OF \$25 IF CLUB LEAVES TABLE/CHAIR AND/OR FAILS TO PERFORM. A DOUBLE FINE OF \$50 WILL BE GIVEN TO CLUBS WHO COMMIT BOTH OFFENSES.

**Reminder!! Print Club Handouts before Club Day
Have Club Room File Drawer Key 😊**

Please Check-in 5 minutes before your performance at the ICC Tent

Tables and chairs are provided. Each club is limited to one (1) table and two (2) chairs.

CHOICE OF LOCATION IS ON A FIRST COME BASIS.

Each club will need to provide:

- Volunteers to set up and return one (1 table and 2 chairs available at the Flag Pole or Fountain Area)
 - Club sign and decorations.
 - Food items need to be wrapped. Don't bring candy that will melt on a warm day.
 - Club Banner, Sign or Poster with the Club Name
- Please assist other clubs who may ask for help with their table/chair.

Reminder - No homemade food or loud music. If a club cannot participate in Club Day, a written note must be submitted at least twenty-four (24) hours prior to the event. Please check in at the ICC Info Table when you set up and when you leave. Clean up your immediate area. Club(s) will be charged a \$25 fine if the area is not cleaned up or if you leave your table or chairs.

CLUB(S) ON TRIAL

- Will have to share their table with another prospective club. Set up in front of the Administration Building near the Flag Pole. Check in at the ICC tent first before setting up.

12.3 Graduation Volunteer Drawing 2@\$50

A drawing was held for clubs who volunteered with Graduation 2016.

Congratulations to 4 Elements Hip Hop and LEAD for each winning \$50 to your club accounts!!

12.4 New Student Orientation Drawing for Summer 2016 - 8@\$50

Congratulations Circle K for winning \$50 for having the most completed classes! A

drawing was held for clubs who participated in Summer, 2016 New Student

Orientation. Congratulations to CSSA, DSA, InterVarsity Christian Fellowship, K-

pop Dance Club, Marketing Club, MOA and VSA for each winning \$50 to your club accounts!!!

12.5 Welcome Week Fall 2016 Drawing – 4@\$50

A drawing was held for clubs who participated in Fall, 2016 Welcome Week.

Congratulations to Accounting & Finance, FOS, Hello World! Code Squad and SNO for each winning \$50 to your club accounts!

13. Reports

ICC Chairperson: Nicole Bu

1. Welcome to the Fall quarter!!!
2. Please make sure that you've submitted your most updated blue roster.

3. Join the ICC internship program and become part of ICC. We offer certificate this quarter. We will schedule time to visit club meetings.

ICC Chair of Finance: Uyen Pham

1. Hey everyone, please be noted that a club can request up to \$1400 a year. Breakdown detail can be found in Page 2 ICC Financial Code, which can be found only on the rack outside Office of College Life.
Beside this fund, a club might have money in their permanent #44 Account. To check, you can go to De Anza website, search "student accounts", click on "Student Accounts Individual Accounts Reports", and then click "Club Accounts Fund 44"

ICC Chair of Programs: Tiffany Kam

1. Welcome back to De Anza and ICC General Meeting!
2. Club Karaoke will be held on Oct 6th, 2016. Come and join us to earn \$50 Award through drawing.
3. Oct 13th, 2016 is our Club Day! Please sign in for the Club Day Performance Sheet if you want to show us your club's talent!

ICC Chair of Marketing: Anna Xing

1. Welcome to the Fall Quarter!!! I am really glad to see you guys.
2. Please sign up the Event Sign Up Sheet, and talk to me if you would like to work on the Facebook promotion.

ICC Advisor: La Donna Yumori-Kaku

1. Welcome Back! I look forward to another "active Club life". Please plan "early and turn in forms!"
2. ICC Financial Roster needs to be current and completely filled out: Only the signatures on the current list are recognized for financial transaction. The club is responsible for having it current otherwise it will cause delays in payment if the signatures don't match the requisition/independent contracts.
3. Event Planning Request Form: Clubs need to fill out an Event Planning Request Form to reserve meeting rooms and club events. Please don't assume that your club can use an empty classroom or Sunken Garden etc. Please allow at least 10 days to process. Please plan in advance.
4. Club Copy Code: Please see Jayme, ICC Secretary or La Donna if your Club Financial Roster is current and that you have your Fall meeting Schedule submitted for Club Copy Code for 2016-2017. Only Club Officers or Club Advisor on the current Club Financial Roster are eligible to get the code.
5. Club Mailbox: They have been re-alphabetized. Please have a designated person to pick up the mail daily to avoid confusion.
6. 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.

7. New Student Orientation Classes: I need student club officers and members to help me with the classes as group leaders/presenters. You will be paired up with an experienced student for presentations. Drawing for \$50 for clubs for Fall/Winter/Spring classes next Spring 2017. Sign up and I will send you emails with dates/times of classes.

14. Adjournment

ICC Chairperson, Nicole Bu, adjourned the meeting at 2:22pm