



Date: November 21, 2023
Time: 2:00 - 3:00 pm
Location: Toyon Room (2020)

I.

A. Meeting started at 2:07pm.

II.

- ADHD Club
- Active Minds Club
- Anthropology Club
- Archery Club
- Astronomy Club
- Asian American Association (AAA)
- Audio Visualization & Interpretation Project
- Anime Club
- Active Minds of Foothill College
- BSS Student Lounge Club
- Business and Entrepreneurship Club (BEC)
- Bureau of Alternative Auditory Fulfillment Club
- Black Student Union (BSU)
- Car Club
- Christians on Campus
- Computer Science Club
- Cybersecurity Club of Foothill College
- Chinese Campus Fellowship
- Communication Development Guidance (CDG)
- Cultural Discovery Club
- Dental Hygiene Club

- Psychology Club
- Principia STEM Magazine
- Rocketry Club
- RadTech Club
- Rock Climbing Club**
- Social Justice Club
- Student Movement Association
- South & Southeast Asian Studies Alliance
- TOPIC**
- The Script
- The Bikini Bottom Social Krew
- Tell A Friend (Teenagers at Foothill)
- Women in STEM
- Women in Business Club**
- Wheelin N Reelin**
- Writers Unleashed
- Virtual Reality Club
- Volunteer Club

III.

- A. Foothill Hubert H. Semans Library now has a board game collection for students or clubs to use. If you are interested in this, talk to the library for more details and information.

IV.

- A.
 - a. Reimbursement Process
 - i. [Redacted] : Check your finances
 - 1. Check your balance sheet on the website, keep track of all fund requests through the minutes we send out — club treasurer.
 - ii. [Redacted] : Purchase the item(s)
 - 1. ****HOLD ON TO RECEIPT/INVOICE****
 - a. No receipt, [Redacted]

- a. Under New Business, write:
- b. (*Club member*) (*other club member*) (\$ *amount purchased*).

iv. : Fill out Check Request (Reimbursement) form on our website (under forms and documents)

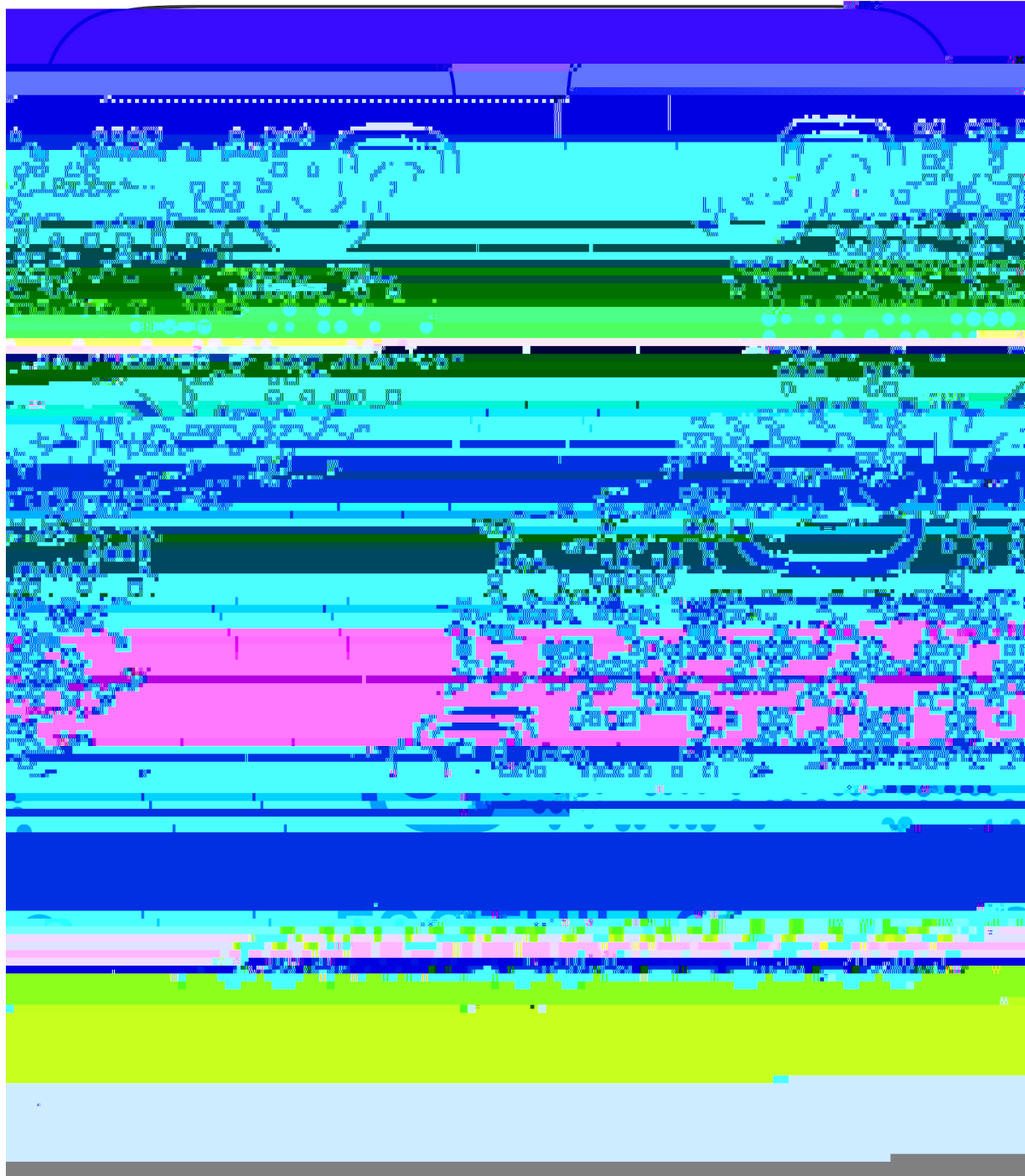
v. : Submit it all to Kamara Tramble, student accounts manager

1. Make Sure to Attach:

- a. All receipts or invoices
- b. Club meeting minutes with reimbursement vote
- c. Completed Reimbursement (Check Request) form
- d. For Events: Approved Activity Petition (ICC Meeting Minutes)

2. Email: tramblekamara@fhda.edu

- B. Fundraisers
- C. Food/Catering
- D. Field-Trips
- E. New ICC Appointed Members
- F. Instagram & Discord



G. Join our new

– Marketing

H. Join the
announcements, etc.

– Explanation from Luiza C., questions,



- A.
- V. Seven Steps to Success — Comprehensive Tips and Guide for
 - A. Advisors
 - B. ICC Reps
 - C. Club Management
 - D. Funding, Forms, and Paperwork
 - E. Hosting Events
 - F. Club Finances
 - G. Marketing

VI.

- A. Kamara Tramble, head accountant of student accounts and club accounts, said if anyone has any questions regarding your club and its account balance, email her @ tramblekamara@fhda.edu or schedule a meeting with her in her office. Her in-person office hours are Monday-Wednesday from 7:00am–4:00pm. Tramble explains the process of getting a reimbursement at Foothill. First, you have to purchase the item first, not request the money first. Second, fill out her form that is on her website: https://foothill.edu/directory/profile/tramble_kamara.html. You do not need to itemize your purchase; just attach a receipt and write the total of the amount you want to be reimbursed on the receipt. You also need to send your club minutes that show that the majority of your club members agreed to reimburse the purchase. Remember there needs to be a motion in the minutes to correctly reimburse the purchase. Additionally, your minutes should contain the rest of the concepts your club talked about during the meeting. Third, have your advisor sign it and email it to Tramble. Tramble also noted that your club can also

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pay via invoice if the company you're purchasing from allows it. The step for a "reimbursement" from an invoice is: email the invoice to Tramble and make sure to write the company's name on the invoice instead of your name. This is because she is paying the company with your funds, not you. Tramble then went on to say that if you got approved for a reimbursement, you can pick up your check from her office or she zshe

[Redacted]

[Redacted]

- B. Gender and Sexualities Alliance: Clothing Swap, Collection: November 27, 2023 – December 1, 2023, Clothing Swap: December 6, 2023, 12:00pm-5:00pm, Hearthside Lounge.
 - 1. We plan to collect clothing at different locations on campus the week of 11/27/2023 and a clothing swap on 12/06/2023.
 - a) Fiber Arts moves. Phi Theta Kappa seconds. 59 yes, 0 no, 0 abstain. Motion carries.

VIII.

*Voting Protocol:

- 1. Club rep will briefly explain activity/fund request
- 2. Any ICC member (besides VP) must make a motion
 - a. Wording: “(Your club name) (\$x fund request OR activity petition) (other club’s name).”
 - b. Another ICC member seconds:
 - i. “(Your club name) ”
- A. The Bikini Bottom Social Krew: \$200 Annual Grant Fund Request + \$50 New Club Fund Request
 - 1. Fiber Arts moves. Archery Club seconds. 59 yes, 0 no, 0 abstain. Motion carries.
- B. Anime Club: \$200 Annual Grant Fund Request
 - 1. Guitar Club moves. Student Movement Association seconds. 59 yes, 0 no, 0 abstain. Motion carries.
- C. Active Minds of Foothill College: \$200 Annual Grant Fund Request
 - 1. Global Medical/Dental Brigade moves. Anime Club seconds. 59 yes, 0 no, 0 abstain. Motion carries.
- D. Gender and Sexualities Alliance: \$500 Special Activities Fund
 - 1. Women in STEM moves. The Bikini Bottom Social Krew seconds. 59 yes, 0 no, 0 abstain. Motion carries.
- E. Rocketry Club: \$200 Annual Grant Fund Request + \$500 Special Activities Fund
 - 1. Media Club moves. Car Club seconds. 59 yes, 0 no, 0 abstain. Motion carries.

IX.

- A.

X.

A.

XI.

A. Meeting ended at 3:01pm.

This document was prepared to the best of my abilities in accordance with the Brown Act, Robert's Rule of Order, and ASFC's governing documents.

Submitted by:

Katelyn Yoo

Secretary of Inter-Club Council

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