



ASSOCIATED STUDENTS
OF FOOTHILL COLLEGE

Inter-Club Council (ICC) Meeting

Date: November 21, 2023

Time: 2:00 - 3:00 pm

Location: Toyon Room (2020)

I. Call to Order

A.

II. Roll Call

- 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

- Data Science & AI Club
- Economics Club
- Engineering Club
- Enactus
- Fiber Arts Club
- Filipino Club
- Foothill Art Society
- Foothill Beats
- Foothill Biology Club
- Foothill Japanese Culture Club
- Foothill Respiratory Therapy Club
- Foothill Taiwanese Student & Culture Association
- Foothill American Chemical Society
- Foothill Basketball Club
- Foothill Speech and Debate
- Foothill Poets Society
- Fund the Future
- Gender and Sexualities Alliance
- Global Medical/Dental Brigade Club
- Guitar Club
- Honors Connection Club
- Hong Kong Student Association
- Health in Action
- History Club
- Hip Hop Club
- International Students Connection Club
- InterVarsity Christian Fellowship
- Indian Club
- Jewish Student Union
- Math Club
- MEGOS
- Media Club
- Movie Production Club
- Phi Theta Kappa @ Foothill College
- Philosophy Club
- Puente Club
- People of the Pacific

- 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. **Public Comment (3 mins per announcement from the public)**

A.

IV. **Advisor Report**

A.

V. **Activity Petitions (Discussion / Action)**

*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) moves to approve the (\$x fund request OR activity petition) for (other club’s name).**
 - b. Another ICC member seconds:
 - i. “(Your club name) seconds”
3. We vote! :)

- A. The Bikini Bottom Social Krew: Paint by Numbers, November 20, 2023 – December 15th, 2023, Room 4400
 - 1. We will display a canvas with a STEM spongebob drawing outline in the 4400 building. It will have a wood frame that has markers attached to it so students can take breaks between studying sessions or classes and color pieces of the drawing.
- 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.

VI. Fund Requests (Discussion / Action)

*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) moves to approve the (\$x fund request OR activity petition) for (other club’s name).”**
 - b. Another ICC member seconds:
 - i. “(Your club name) seconds”

- A. The Bikini Bottom Social Krew: \$200 Annual Grant Fund Request + \$50 New Club Fund Request
- B. Anime Club: \$200 Annual Grant Fund Request
- C. Active Minds of Foothill College: \$200 Annual Grant Fund Request
- D. Gender and Sexualities Alliance: \$500 Special Activities Fund
- E. Engineering Club: \$500 Special Activities Fund
- F. Rocketry Club: \$200 Annual Grant Fund Request + \$500 Special Activities Fund

VII. ASFC & ICC Executive Report

A. Funding Updates

- a. Reimbursement Process
 - i. **Step 1:** 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. **Step 2:** Purchase the item(s)

1. ****HOLD ON TO RECEIPT/INVOICE****
 - a. No receipt, no money.
- iii. **Step 3:** Vote to reimburse whoever bought the item(s)
 1. Hold a meeting, vote to reimburse someone, and record it in the minutes:
 - a. Under New Business, write:
 - b. *(Club member) moved to reimburse (other club member) up to (\$ amount purchased). Motion carried through club vote.*
- iv. **Step 4:** Fill out Check Request (Reimbursement) form on our website (under forms and documents)
- v. **Step 5:** 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 **ICC Instagram!** – Marketing

H. Join the **ICC Discord server!** – Explanation from Luiza C., questions, announcements, etc.



1.

B. Seven Steps to Success — Comprehensive Tips and Guide for

1. Advisors
2. ICC Reps
3. Club Management
4. Funding, Forms, and Paperwork
5. Hosting Events
6. Club Finances
7. Marketing

VIII. **Open Discussion Forum**

- A. Unanswered questions
- B. Missed public comments

IX. **Announcements (3 minutes per announcement)**

A.

X. **Adjournment**

A.

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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