

CoF Council of Student Organizations  
Fall Meetings  
Location: STAG 240  
4:00 – 5:00 P.M.

**MEETING MINUTES**  
**Thursday, September 27, 2018**

- I. Call to Order at 4:05 P.M.
- II. Welcome and Introductions/Roll Call
  - a. Kira Hughes, Francisco Tinoco-Pickens, Mika Donahue, and Alison Luce present at meeting.
- III. Presentation of minutes
  - a. No past minutes to present.
- IV. Open forum
  - a. Francisco asked Alison about emails from Paul Catino and Rachel Villarreal from Forest Stewards Guild; about a template or general format for the funding proposals; and about fundraising opportunities. Kira answered the last question with reference to Item 9.
- V. Officer reports and announcements
  - a. No officer reports or announcements made.
- VI. Distribute guidebook and Council Constitution
  - a. Guidebook will be available digitally by Friday, October 5<sup>th</sup>.
  - b. A brief reminder that the Council Reps are responsible for making sure their club is meeting the Council requirements as outlined in the Constitution.
  - c. The Constitution and Council requirements can be reevaluated in Spring Term to adjust for any real-world changes that need to be made.
- VII. Standing meetings
  - a. Meeting dates established for *October 25<sup>th</sup> and November 29<sup>th</sup>*, both from 4:00 – 5:00 pm in STAG 240.
- VIII. Discussion:
  - a. Purpose of Council is to structure and guide the clubs better, smooth the administration and officer turnover processes, increase accountability, and help increase membership.
  - b. Requirements of membership in the Council are outlined in the Constitution.
  - c. Expectations and Involvement are also outlined in the Constitution.
  - d. A note was made on having adequate advertisement for guest speakers in order for it to “count” as one of the CoF/OSU events outlined in Article III, Section 5c of the Constitution.
  - e. A note was made on the importance of having a strong membership base for funding and continued club success.
  - f. A note was made that Alison will be available at the club meetings for questions as they arise.

- IX. Due Dates:
- a. Letter of Intent to Join/Membership Application
    - i. It was (and will normally be) due in Spring Term, but the new due date is October 5<sup>th</sup> by 5:00 pm to Alison (cofstudentclubs@oregonstate.edu).
    - ii. In the Spring, the membership letter will be due *after* the completion letter and officer elections, as the membership letter must include the name of the new Council Rep.
  - b. Completion of Requirements letter
    - i. Due annually within 30 days of completion of the requirements outlined in the Constitution.
    - ii. Any events that take place after the completion letter is submitted should still be included in the annual report via SLI, but do not have to be reported separately to the Council.
  - c. Participation Award Proposals
    - i. Due by October 5<sup>th</sup> by 5:00 pm to Alison (cofstudentclubs@oregonstate.edu) and must include goals, events, and itemized budgets for the entire upcoming school year.
    - ii. An example was made using the annual FUSE MLK weekend trip: the budget should include the cost of motorpool, lodging, food, entry tickets, etc., and must be itemized and detailed, similar to the event report format on the SLI database.
    - iii. Clubs can use last year's receipts and annual budget review as a guide for the funding proposal.
    - iv. Not all events will be budgeted for because not all events are eligible for funding through the Council. Examples of non-budgeted events include pizza at meetings, t-shirts, and fundraising supplies.
    - v. For last-minute, unplanned-for events, individual club fundraising should be used. As a last resource, Council funding can be re-allocated between clubs after careful discussion and absolute agreement between all parties involved.
  - d. SLI Recognition/Renewal was due by September 28<sup>th</sup> for the 2018-2019 school year.
- X. Council Stipends were set up so that each Council Rep receives \$20 per term, rather than \$60 per year.
- XI. SAF Job Fair (*joint* club effort, volunteers, encourage participation, spread the word!)
- a. November 14<sup>th</sup>
  - b. The Job Fair is not advertised outside of CoF, but attendance to the Job Fair is not limited to CoF students. For example, Alison would be able to bring a friend who is not in CoF but would be interested in some of the employers.
  - c. The employer list will be online within a few weeks once registration on Handshake is closed.
  - d. Clubs besides SAF should be part of the formal process and collaborate with Quinton Big Knife and Harley Ortiz-Medieros to help plan club involvement.
  - e. Please volunteer (especially SAF members)!
- XII. The SAF Convention was briefly mentioned.

- XIII. A note was made that Alison's "office hours" are MWF 10:00 – 10:50 (she has a class at 11:00) and TR 11:30 – 2:30 in Snell123D, AKA the SLC down the hall.
- XIV. Meeting adjourned at 4:46 P.M.