

Inter Club Council

Minutes

Monday, October 6, 2025

2:00 P.M. Canyons Hall 201

Inter Club Council Meeting

Members Present

Active Minds-Desiree Zarate
Alpha Delta Nu Honor Society- Andrew Huerta
Astronomy and Physics Club -Alanna Kriselle Labian
Badminton club -Xiaozhi Zhang
Canyons Creative Club-Ruben Serrano
Chemistry Club-Kameron De Lorenzo
Civic Engagement Club-Brianna Sardelich
College of the Canyons Coptic Club- Anthony Yakub
Communication Studies Club-Chase Longan
Connections Club-Carissa Cubas
eSports- Christopher Contreras
Family History Club- Bridget Paulsen
Future Business Leaders of America- Shayan Ahmadpour
Hacking, Cybersecurity and Information Technology (HCI)- Noah Leshner
Hands on Earth- Isabella Fisher
Helping US Become Club- Brianna Sardelich
Math Club- Nikita Lyer
National Student Nurses' Association- Andrew Huerta
Outdoor Adventure Club
Philosophy Club- Vincent Torres
Phi Theta Kappa Club- Tara Takhar
Ping Pong Club- Xiaozhi Zhang
Political Science Club-Diego Vargas
Pre-Health Club - Desiree Zarate
Pre-Law Club- Fatih Wilson
Society of Physics and Engineering Students- Xiaozhi Zhang
Sociology Club -Jun Lias
Technology Engineering Coding and Hardware Club- Xiaozhi Zhang
The Culinary Arts Club- Makenna Lopez

Members Absent:

A2Mend
American Sign Language Club
Armenian Student Association
EcoDesign Club
Firefighters of Tomorrow
Grace on Campus
Men's Volleyball
Middle Eastern Student Union

Our People Our Fight
Parallax Photo Club
Psi Beta Honor Society
Psychology Club
Quant Club
Red Cross @ COC
Theater Club
The Filmmaking Club

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Danielle Jalos, Director of Clubs and Organizations
Melinda Ursetta, ASG Technician
Amna Fadel, ASG President
Ava Hernandez, ASG VP of Communications
Areesh Fatima, Student Trustee

General Business:

1.1 Call to Order/ Welcome/ Recognition of Quorum

Associated Student Government Vice President of Inter Club Council, Chelsea Yu, calls the ICC Meeting to order at 2:00 pm. She recognizes quorum being present with 24 Inter Club Council representatives present.

1.2 Approval of the Agenda for the Inter Club Council Meeting of October 6, 2025

Motion: *Communication Studies Club-Chase Longan*

Second: *Connections Club-Carissa Cubas*

Record of Board Vote:24-0-0

1.3 Open Forum- none

Consent Calendar:

2.1 Approval of Meeting Minutes for September 22, 2025

Motion: *Communication Studies Club-Chase Longan*

Second: *Astronomy and Physics Club -Alanna Kriselle Labian*

Record of Board Vote: 24 -0-0

Regular Council Meeting Items:

3.1 Information: Club Accounts Procedures & Policies

Motion: *Communication Studies Club-Chase Longan*

Second: *Political Science Club-Diego Vargas*

Background: Clubs will be provided an overview of the procedures and policies for accessing their club funds.

Melinda is here to introduce herself as the accountant for clubs.

Accounts for clubs may be either in ASG or Foundation.

How to access club funds:

- *If the account is active, you must first approve the expense at the club meeting.*
- *Complete the reimbursement form and include the original receipt and the minutes*

from the meeting.

Melinda is in the Student Center, 102 in Campus Life & Student Engagement.

Fundraising must go through the Foundation if non-profit and for tax purposes must go through the Foundation.

Fundraising has different processes based on the type.

For more information, you may reach out to Melinda.ursetta@canyons.edu

Reimbursement process is 3 to 4 weeks for the Foundation.

If approved, you may transfer funds from Foundation to the ASG Club account.

If a club wants to sell a certain item during multiple events, a facility request and food permit would be required.

Advisor must complete with 1-week advance notice.

Facility request- confirms the location of the event and the food permit is submitted only if food will be served during the event.

For additional information reach out to Melinda or the front counter has an up-to-date list of the funds for the club accounts.

ASG grants- if a club was awarded last year, you may follow up with Melinda to get the details on the acceptable expenses for grants.

Facility requests must be done by the advisor.

Credit card payment is not yet acceptable through ASG.

Foundation allows credit card use for donations- create a Venmo type of account for club through Foundation.

On the advertisement, clarify the acceptable forms of currency is okay to use during the event.

A Cash box is available through Campus Life upon request.

Fundraising activities notification is done when fundraising for another entity.

Non-profit organizations must be done through the Foundation Department.

Melinda is available to make an appointment with her or to just drop in.

3.2 Information: NEW ICC Points Tracking System

Motion: *Communication Studies Club-Chase Longan*

Second: *Active Minds-Desiree Zarate*

Background: Starting October, ICC points will be tracked using a new method where a single document shared between the club and the VP of ICC will be used to keep track of all activities and ICC Points.

COST:

Start on your Canvas for clubs and you will see tables under the assignment for ICC points. At the bottom, you will see the points you may earn.

To earn ICC points, you will list the activity under the box for that month along with the number of points earned.

You will then share the link with Chelsea for her to then be able to make comments on the submissions.

For agendas and minutes, clubs may either send the pdf or screenshot when submitting for points by clicking submit in canvas.

The meeting minutes would be under the activity table.

You may download the document, then share the collaborating link with Chelsea.

Additional rows are available if needed.

*Microsoft Word is preferred when submitting points.
This will eliminate the need to submit points separately.
Update sheet with points as soon as possible.
Try to get ICC points submitted during the month that it was earned.
Once the link to the canvas assignment has been sent, resubmitting will not be needed.
Start submitting points in October for the new ICC points process.
The sheet will be cumulative throughout the school year.
The form may be shared with other club members.*

Club Reports:

- 4.1 Advisor Report** –Kelly Dapp- ASG events are coming up to earn ICC points for attending each time. If help is needed with adding people to Canvas, follow up with her.
- 4.2 Student Services Technician** –Robin Herndon- no
- 4.3 Directors of Clubs and Organizations**– Danielle Jalos-no
- 4.4 Vice President of the Inter Club Council**- Chelsea Yu-Homecoming is Thursday. Tables will be on a first come, first serve during event.
- 4.5 Club Reports-**
 - Civic Engagement Club-** Banned Book day and fundraiser with tea 25% proceeds will go to the club.
 - Communication Studies Club** - Meetings are on Tuesdays in Hasley Hall from 2-3pm.
 - Family History Club-**The 1st meeting will be on 10-20-25 at 2pm in TLC 160. The Guest speaker will demonstrate how to look up family history.
 - Helping US Become Club** Banned Book day and fundraiser with tea 25% proceeds will go to the club.
 - Math Club-**In the process of submitted Chartering forms and elections were held last Friday for the club. Submit the revised files after the meeting.
 - Outdoor Adventure Club-** Meetings are held at 12:30 at the leisure lawn and hiking on alternating Mondays will also take place.

Open Forum (Keep to 1 minute each)

ASG President, Amna Fadel and VP of communications, Ava Hernandez and the Student Trustee, Areesh Fatima, is here to talk about the 1st Resolution that was approved last Wednesday and focused on no confidence in three Board of Trustee members and confidence in former Interim CEO, David Andrus. They will have the final reading and approval of the Resolution at Wednesday's meeting to present later that day during the Board of Trustees meeting. They would like to have students come to the meeting during the Resolutions that will be presented. The location of the Board of Trustees meeting is UCEN-301 this Wednesday at 4pm after the Senate meeting that takes place the same day at 2:30 pm in Hasley Hall 137. Please come to the meetings.

Announcement of the Next Meeting-

October 20, 2025

Adjournment (2:33pm)

Motion: Communication Studies Club-Chase Longan

Second: eSports- Christopher Contreras

Record of Board Vote:24-0-0