



**Inter Club Council Minutes
November 15, 2017
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 Shu Ming Liu called to order at 1:37pm

2. Guest Speaker(s) (1)

- Manny Dasilva, Operations Manager (408) 864- 5536, dasilvamanny@deanza.edu
I'm the Operation Manager of the custodial department. We are now short of staff in the department and it is impacting the APPA (The Association of Higher Education Facilities Officers has quantified workload measures into six standardized 'levels of attention') ratings for the Campus. Because of the budget cuts, there have been eight positions down. However, we are still able to keep the campus tidy and safe.

3. Approval of the Minutes – November 08, 2017

IDEA moved and seconded by 4 Elements Hip Hop to approve the Minutes of November 8, 2017. There were no objections to approve the Minutes of November 8, 2017. The motion to approve the Minutes of November 08, 2017 was passed by consensus.

4. Approval of Today's Agenda- November 15,2017

Auto Tech moved and seconded by Second Journey to approve the Agenda of November 15, 2017. There were no objections to approve the Agenda of November 15, 2017. The motion to approve the Agenda of November 15, 2017 was passed by consensus.

5. Club(s) Missed working on Flea Market October 7th, 2017 Concession till Feb, 2018: (1)

Psychology Club

6. New Club(s): (1)

Child Educator and Advocate Association will receive a one-time \$100.00 New Club Allocation.

7. Number of Active Clubs: (62)

8. Calendars

12.1 ICC/Club Calendar of Events as of 11/3/17

Information is from the Event Planning Request Form

(**New Information in Bold/** * Money collected)

Nov. 16 Fall Mixer, 6:30pm-8:30 pm Conference Room A/B.

12.2 DASB Calendar of Events as of 11/13/17

Information is from the Event Planning Request Form

(**New Information in Bold/** * Money collected)

Nov. 13-16, Donation Drive, Main Quad, DASB Student Services

9. ICC/Club Account Balance Status as of 11/14/17 (New Information in Bold)

[DACL Files/ICC/ICC Agenda-Minutes/ICC Agenda/2017-2018/Fall 2017/2017-11-14ia.doc](#)

ICC Events Award Account	(#41-54600)	\$8,700.00
ICC Allocation-New Club Account	(#41-54720)	\$1,500.00
Club/ICC Allocation Account	(#41-54730)	\$6984.00
ICC Capital	(#44-4290)	\$5,530.45
ICC Inactive Hold	(#44-4300)	\$10,678.35
ICC Scholarship Account	(#44-4310)	\$17,182.60
ICC	(#44-4320)	\$2,876.19

10. Club Constitution Updates

Inventors and Producer Club had changed the club's name to Inventors and Designers that were reviewed at the ICC Agenda Meeting on November 13.

11. Business

11.1 Budget request

Shotokan Karate moved and seconded by 4 Elements Hip Hop to approve Red Cross' request of \$150.00 from Club/ICC Allocation Account #41-5473054730 to Red Cross (#41-54015-4013) \$150.00 for Banner (for Club Day). There were no objections to end the discussion. There were no objections to approve the budget. The motion to approve Red Cross' request of \$150.00 from Club/ICC Allocation Account 54730 to Red Cross (#41-54015-4013) \$150.00 for Banner (for Club Day) was passed by consensus.

Red Cross moved and seconded by Second Journey to approve NAMI-DA request of \$50.00 from Club/ICC Allocation Account #41-54730 to NAMI-DA (#41-54721-4010) \$50.00 for Supplies (1 pack of small notebooks on Amazon.com (\$29.99) and art supplies from Target (\$15), for event on Gratitude Journaling at a table booth in the quad). There were no objections to end the discussion. There were no objections to approve the budget. The motion to approve NAMI-DA's request of \$50.00 from Club/ICC Allocation Account #41-54730 to NAMI-DA (#41-54721-4010) \$50.00 for Supplies (1 pack of small notebooks on Amazon.com (\$29.99) and art supplies from Target (\$15), for event on Gratitude Journaling at a table booth in the quad) was passed by consensus.

Shotokan Karate moved and seconded by NAMI-DA to approve Inventors and Designers request of \$150.00 from Club/ICC Allocation Account #41-54730 to Inventors and Designers (#41-54692-4013) for Banner. There were no objections to end the discussion. There were no objections to approve the budget. The motion to approve Inventors and Designers request of \$150.00 from Club/ICC Allocation Account #41-54730 to Inventors and Designers (#41-54692-4013) for Banner was passed by consensus.

NAMI-DA moved and seconded by Intervarsity Christian Fellowship to approve Fellowship of Oversea Students (FOS) is requesting \$650.00 from Club/ICC Allocation Account #41-54730 to Fellowship of Oversea Students (FOS) (#41-54236-4010) \$200.00 for Supplies (Boards, marker, tapes, water color), (#41-54236-4013) \$150.00 for Banner, (#41-54236-4060) for Printing (100 printing flyers). There were no objections to end the discussion. There were no objections to approve the budget. The motion to approve Fellowship of Oversea Students (FOS) is requesting \$650.00 from Club/ICC Allocation Account #41-54730 to Fellowship of Oversea Students (FOS) (#41-54236-4010) \$200.00

for Supplies (Boards, marker, tapes, water color), (#41-54236-4013) \$150.00 for Banner, (#41-54236-4060) for Printing (100 printing flyers) was passed by consensus.

11.2 Club Day Winter Jan. 25, 2018

Club Day is mandatory for clubs to attend.

Alternative date in case of rain

Date:

Thursday, January 25, 2018

February 1, 2018

Thursday, April 26, 2018

May 3, 2018

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 1:10 pm with one of the ICC Officers in Blue ICC T-shirt or ICC Secretary who will be wearing an Aqua Blue 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 (1 Table/2 Chairs)

10:30am – 11:15am

Check in at ICC Tent

1:00pm

Club Group Photo on Library Steps

1:10pm – 1:30pm

Clean up (Put away tables and chairs, remove trash from your area)

Check out (find an ICC Officer in **Blue ICC T-shirt** and ICC Secretary in an **Aqua Blue T-SHIRT** 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)
 - 2- for Performing Club's Purpose
 - 2- for Non-Performing Club's Purpose

SIGN UP FOR A PERFORMANCE TIME AT THE ICC MEETING OR BLUE BULLETIN BOARD BEHIND BLUE PHOTO SCREEN– 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 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. Reports

Shu Ming Liu, ICC Chairperson

(ICCChairperson1718@gmail.com)

(408) 641-9254

Office Hours: Tuesdays and Thursdays 1:30pm-2:30pm
Since you will not be performing at the Fall Mixer, we look forward to seeing you there this Thursday!

2. Just a heads up, selling Fall Mixer tickets is a great way to raise money for your club, plus the club that that sells the most tickets wins a \$100 award, so don't hesitate to approach us after the meeting if you're interested!

Kerry Harris, ICC Chair of Finance

(ICCFinance1718@gmail.com)

(408) 533-5778

Office Hours: Tuesdays & Thursdays 10:30am-11:30am
Good way to de-stress before finals!

2. Good job to all the clubs that sold Fall Mixer tickets! Be sure to return unsold tickets, and turn in cash from ticket sales ASAP

Roxane Leung, ICC Chair of Programs

(ICCPrograms1718@gmail.com)

(408) 640-2472

Office Hours: Monday & Wednesday 5:15pm-6:15pm
Thank you for your Fall Mixer tickets! Hope to see you all there tomorrow.

Mevani Gotama, ICC Chair of Marketing

(ICCMarketing1718@gmail.com)

(669) 203-9001

Office Hours: Monday 1:30pm-2:30pm
You will be featured in this fall quarter finale slideshow, please send your "I LOVE CLUBBING" photo to me before **NOV 15, 2017**. Your club will also have chance to win \$50 rewards in the drawing if you turn your club photo to me.

2. If you have other photos to be shared with us that's okay too! Send all photos to **ICCMARKETING1718@GMAIL.COM**
3. Follow our facebook to see any updates from our events @DEANZAICC

Ruby Khan, DASB Liaison

(DASBfinance@fhda.com)

1. General elections for DASB and Elections Committee

1. Club Advisors: Reminder that there needs to be a Club Advisor at club meetings, at on campus and off campus events. Another De Anza Staff member may serve in place of your club advisor but that person should meet with the club advisor and club officers before the event, receive the names/phone #'s, emails of the club officers and also get an overview of the program. If the event is a multiple day(s) then there may be several De Anza Staff who serve as the advisor of that event.
2. Off Campus Liability Waiver Forms: Reminder that club members need to complete an Off Campus Liability Waiver Form when club members go to off campus events. The form may be filled out for the year-Today's date to June 30, 2018. Also, if there are any minors (under age 18) then the Minor form needs to be completed and signed by the minor's guardian. The Student Field Trip/Excursion Request Form needs to be completed for each off campus events.
3. Club Financial Action Form: This form needs to be signed by the Club Secretary and Club Advisor. If the Club Secretary is not present the form needs to be signed by 2 designated officers, Club President, or Vice-President, or Treasurer, and the Club Advisor. ICC Reps may not sign the form unless they are also one of the above Club Officers.
4. ICC Fall Finale Reception on Wed. Nov. 22 1:30pm-2:30pm, Student Council Chamber: ICC/Clubs Slide Show, refreshments and drawing for all. Clubs need to be present at Reception to be eligible for Fall Perfect Attendance Drawing 10@\$100 (Attended Fall Welcome Info Tent, Fall Welcome Reception, All ICC Meetings, ICC Financial Orientation Meeting, have club Meeting once a month and Club Financial Roster is current.
5. New Clubs Drawing at ICC Fall Finale Reception on Wed. Nov. 22 1:30pm-2:30pm, Student Council Chamber: Club must be present to win 6@\$100!
6. Welcome Week for Winter 2018: All clubs need to sign up for one shift or make any date/time change no later than Fri., Dec. 9 by 4PM. The Welcome Week Sign Up Sheet is at the front of this table and will be on the Blue Bulletin Board behind the Blue Photo Screen in the Office of College Life after this meeting.
7. Club Mailboxes: will be re-alphabetized by the first week in Dec., 2017 for Winter Quarter, 2018
8. University and College Apps and Finals: Good luck getting them done by Nov. 30!
9. Thank You to Joyce, ICC Secretary: Joyce will not be continuing as the ICC Secretary beginning in Winter Qt. since she needs to take classes during the ICC Meeting time. Thank you for your many hours of service! Wishing you the best with your educational goals. Welcome Arjun Shyam who will be our next ICC Secretary!

13. Announcements

DASB announced that next quarter, DASB D&E will have Diversity Day. So we encourage clubs to join us and show your culture. We haven't decided all the details and are also willing to listen to clubs' ideas. The event will be at the Main Quad from 11:00am to 1:30 pm on February 28th 2018. For any questions, clubs can contact: Rex Zhang, rexzhang1999@gmail.com, Iris Cheng, Zoela10969@gmail.com, Imad Balleut, imadballout@gmail.com

14. Roll Call

	Present	Absent	Probation Present	Probation Absent
4 Elements Hip Hop Club	X			
Academic Quiz Bowl	X			
Anime Club	X			
Auto Tech Club	X			
Badminton Club	X			
Cheer and Dance Team	X			
Chemistry Club	X			
Child Educators & Advocate Association	X			
Chinese Students & Scholars Association	X			
Circle K			X	
Clean Energy Club	X			
Competitive Programming Club		X		
Cyber Security A.K.A CyberSec	X			
Data Science Club	X			
DECA		X		
Developers' Guild	X			
eSports	X			
Explorers' Nest		X		
Environmental Club	X			
Fellowship of Overseas Students (FOS)	X			
Filmmakers Union (DAFU)	X			
G.R.A.N.D (Generosity, Respect, And,	X			
Green Union Conservation Club	X			
Hello World! Code Squad	X			
Hong Kong Student Association	X			
IDEA	X			
Injoy Cultural Club	X			
International Student Volunteers (ISV)	X			
InterVarsity Christian Fellowship at De Anza	X			
Inventors and Producers	X			
Iranian Student Association	X			
Japanese and American Association (JAA)	X			
K-Pop Dance Club	X			
Koala Tree	X			
Korean Student Association (KSA)	X			
M.E.Ch.A	X			
Marketing Club	X			
Math Club	X			
Medical Outreach Association	X			
Muslim Students Association (MSA)	X			
NAMI-DA on Campus Club	X			
Outdoor Club of De Anza College	X			
Permas Indonesian Students Organization	X			
Political Revolution (DAPR)	X			
Pop Music Club	X			
Psychology Club	X			
PUSO (Pilipino Unity Student Organization)		X		
Red Cross (DARC)	X			
SaltWorks Christian Fellowship	X			
Second Journey	X			
Shotokan Karate Club	X			
Statistics Club (DASC)	X			
Student Nurse Organization	X			
Students of Success	X			
Taiwanese Association of De Anza	X			
Tech & Business Association	X			

	Present	Absent	Probation present	Probation Absent
The De Anza Network (The Network)	X			
The Engineering Technology Club	X			
The Helping Hands	X			
The Pacific Bridge	X			
UNICEF De Anza	X			
Vietnamese Student Association (VSA)	X			
TOTAL	58	4	1	0
Club(s) on Trial				

15. **Adjournment**

Respectfully Submitted by,

Su Su Soe San “Joyce”
 ICC Secretary