

## Meeting Minutes of Council of Organizations

Date: Sept 2<sup>nd</sup> 2016

Meeting called to order at 2:00 pm by Daral Moore Washington, Chair of UHD Council of Orgs

Roll Call: Not performed

### **I. Order of Business**

- a. Nomination and Election of Chair (Co-Chairs) & Secretary
  - i. (Member) nominated Daral Moore-Washington for the position of Chair; Evelyn Garcia volunteered for the Secretary position; Vote was taken, Chair and Secretary approved through a majority vote.
- b. Introduction of New Student Activities Director
  - i. Tremaine Kwasikpui, Director of Student Activities: Happy about welcome week; Student Activities' website was recently updated; Council of Finance Information is now online; let the students know that his office is in the 2<sup>nd</sup> floor student lounge; there is no need for appointments; looking forward to talking with everyone
- c. Organization Registration (OrgSync)
  - i. All organizations existing and new are required to register their organization on OrgSync for the 2016-2017 academic year by September 7, 2016 at 5:00 pm.
    - Daral: Make sure OrgSync email and officer information is updated; Student Activities uses this to make sure orgs are active and to contact them. T. Kwasikpui added that there will be a session on OrgSync during the Sept 9 Training for any questions;
- d. Student Activities Website Updates
  - i. Percy Jackson: OrgSync is important; updating helps communicate effectively; Student Activities website can be accessed by going to Student Life-Student Activities or search for it on the search bar. Student Org link now shows active Student Organizations and will be updated throughout the year; Links will take them to OrgSync page so make sure to have them updated since it is the first thing students see. Dr. Gene Preuss asked about the possibility of allowing students to search orgs through tag words; P. Jackson affirms that he is working on being able to search through categories and will ask website specialist about tag words. Member asked why list of orgs had not been updated; T. Kwasikpui assured members that list of active orgs will be updated after Sept. 9 and that Student Activities is working to be more accountable. Member noted that OrgSync is not easy to use and not many students or faculty use it; Dr. G. Preuss noted that faculty and advisors have been told to use it, officers and members should continue to give recommendations to improve OrgSync. Member

asked how to use OrgSync to pay for Dues; Member also spoke about a feature that was difficult to work with and had to be deleted completely; Member noted how it is difficult to make posts and find them; P.Jackson said he will revisit questions with web specialist. Members asked if the website will take them to the correct information when students are searching for an org through the main website search bar; P.Jackson checked on screen; BSA did not appear on the after being searched for on the main website; Website will continue be updated. P.Jackson asked members to send any more suggestions to Student Activities email. Member asked about the process to restart inactive orgs; P.Jackson responds that inactive orgs must be restarted as a new org through the OrgSync application. Dr.G.Preuss asked about an Advisor Council; P.Jackson affirms that Student Activities is working on establishing an advisor and presidents council, also recruiting advisors to help with student organizations. Will go over environmental and health training, safety, new process for reservations, new policies and GatorSync during Org Training; it's a great opportunity to learn of all the new changes; for example, advisors are now responsible for reserving rooms and attaining keys. Dr. Nicholson Preuss asked if organizations with overlapping leadership would be counted as separate organizations; P.Jackson affirmed that they will but five members must still be present for each, this is done so VP and President do not take on all of the responsibility and it is instead spread out over many members. Alternative dates for advisors and organizations with extreme circumstances will be Sept. 15. Member asked what happens if advisors do not take on the new responsibilities; P.Jackson recommended to change the advisor, however advisor should not be changed every time there is a problem, Student Activities can help and should be notified of this change; Dr.G. Preuss notes that another advisor could also be added to the organization. Member noted delay in sending out Student Organization training date. P.Jackson answered that all dates will be on website, after training it will be a "clean slate" for all orgs; Student Activities will make an effort to send out things earlier. Council of Finance guidelines are also on website, first hearing is Sept 16th , all dates and minute of meetings for Council of Finance and Council of Orgs will appear on website; Deadline for submissions to the Council of Finance is the Monday before the hearing date. Member asked when Council of Finance will be ready exactly, and if there can be an assurance that it will be working by the 16<sup>th</sup> of September; P.Jackson said it will be ready when the Student Council is elected, cannot promise that Council of Finance will be ready for that date, since members for the council need to

apply first, it is up to the Council of Orgs to nominate members and get members to apply to be on the council.

- Daral calls order and asks to move the meeting onto the next item on the agenda.

e. Events Calendar Updates

- i. Percy Jackson: to add your event to the Student Activities Calendar, go to quick links-event calendar-Student Activities-submit events; Events will appear on online calendar. Member noted Student Activities needs to be added to the “Event Categorization” drop down menu in “Event Information”; Percy said he will revise it.

## II. Important Dates

- a. Council of Organizations: all meetings will be held in Milam/Travis (Welcome Center) 2:00- 4:00pm; Oct.7 2016, Nov. 4 2016, and Dec. 2 2016
- b. Student Organization Training: All organizations must have 5 representatives and at least 1 advisor in attendance to be considered active for the remainder of the 2016-2017 academic year (Representatives include: President, VP, and 3 additional members) Sept. 9<sup>th</sup> 2016; 8:00 – 5:00 pm in the One Main Building
  - i. Daral: Training is required from all orgs. If no members are at training, club will be considered inactive. Member asked for alternative date; Alternative date is Sept. 15 but only for advisors and extreme reasons. Member asked if members can represent multiple orgs at once; Daral says yes.
- c. Student Involvement Week: 2016 Student Organization Draft (Required): Space will be limited for the first 50 organizations to sign up; Sept. 12-15 in One Main Building
  - i. Daral: Schedule for week will be sent out. Organizations should send any events for that week to council of orgs email in order for it to be included in the week’s calendar. P. Jackson tells members to bring flyers, and recruit during the various events that week. Form to register for Org Fair will be available Tuesday after Org. Training on OrgSync. Org Fair is part of involvement week, organizations must register for Fair through OrgSync. All other Student Involvement Week events are voluntary and do not require registration. Member asked if there was a penalty for not attending Council of Org meetings; P. Jackson informed him that missing more than two meetings will make the org ineligible for Council of Finance funds.
- d. SOLD Conference 2016: Expanding Leadership: Stretching to Limits (Attendance Encouraged); Sept 23- 24; 8:00-6:00 pm (Sept. 23) and 9:00-12:00 pm (Sept. 24) at One Main Building; Registration link:  
[https://OrgSync.com/22975/news\\_posts/167237](https://OrgSync.com/22975/news_posts/167237)

- i. Daral: SOLD is not required, not a training, it is a leadership development conference, highly suggested. Registration will be open at the end of this meeting through EventBrite. P.Jackson notes registration was done on EventBrite because other universities were invited and would not be able to access OrgSync.
- e. Council of Finance: Council of Finance consists of 5 student organization representatives who serve as the governing body responsible for overseeing the process and distribution of funds for registered student organizations. Link to register: <https://OrgSync.com/22975/forms/157750>; deadline is Sept. 7, 2016 by 5:00 pm members must be available to attend Organization Training on Sept. 9<sup>th</sup> from 8:00- 5:00pm; Dates for council of Finance can be found on Student Activities website, for information email [uhdcounciloffinance@gmail.com](mailto:uhdcounciloffinance@gmail.com)
  - i. Daral: Council of Finance members will be trained on the 9<sup>th</sup> as well, elections will be the same day. Member noted that form does not say officers cannot be part of the council; Daral noted that in the past that had been the case but would like to vote on an amendment.
  - ii. Daral suggested an amendment to the Council of Orgs policy that allows Officers of student organizations, except the President and Vice President, to be members of the Council of Finance. Officers of the organizations will not be part of the decision for their own organization's funds. Amendment is approved through majority with 37 votes. Kara Moore asks if Dateline members can be part of Council of Finance but not apply for funding; P. Jackson affirms that Dateline Downtown members can join the Council of Finance but cannot apply for funding. Elias Santibanez asks if SGA officers can join Council of Finance; P. Jackson says yes, but SGA cannot ask for funds, just like Dateline, since it is funded by student fees. Daral notes that all policies and procedures can be found online and to direct any questions to [counciloffinance@gmail.com](mailto:counciloffinance@gmail.com).

### **III. Cubicle Spaces**

- a. Applications for cubicle space will be available through OrgSync after Student Org. Training.
  - i. T. Kwasikpui: Cubicles may go away after December because of renovations that will be made to the student lounge. Please clean up your cubicles, cubicles are not storage space. We are considering adding new games to the area where the cubicles are. Space is limited to 18 organizations; form will open on OrgSync after Org training.

### **IV. Adjournment and Questions**

- a. Daral asks members to send any recommendations comments and questions to the Council of Orgs Email. P. Jackson reminds everyone to update their information, and to share email and log in information with at least five other members in case

of transitions; Daral recommends that an advisor should be made the backup contact for the email in case password gets lost. P. Jackson notes that food will be served at every meeting from now on. Meeting is adjourned by Daral Moore Washington at 3:33 pm.

Contact Information:

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