

# ASCOCC Meeting Minutes, 11/5/21

## In Attendance:

Darcy Hays: President

James Weaver: Director of Financial Affairs

Nicole Sharp: Internal Affairs Coordinator

Lindsay Buccafurni: ASCOCC Advisor

Andrew Davis: Director of student life

## Staff Updates:

Internal Affairs: received application for external affairs, hiring process starting on that

Director of Financial affairs: Reconciliation form

President: Won't attend office hours on Monday (11/8/21); email from CRU, interested in having a table at the cafeteria once a month

## Last meeting follow-up:

1. Thanksgiving food baskets
  - a. Andrew drafted email to students: Darcy and Andrew to connect on Monday to review email and push out to students
  - b. Office hours on Wednesday to create timeline for purchasing food
    - i. Calling grocery stores to hold turkey/chicken/ham for baskets
2. Microsoft teams
  - a. All set up, email from IT forwarded to the team
    - i. Lindsay to help facilitate the internal team set up and transfer from ASCOCC google docs

## New Business:

1. Revising the Club handbook
  - a. Forms mentioned in handbook outdated, potential updates to diversity clause, need a good look through
    - i. Read through club handbook and come together as a team to mention proposed changes to the handbook
    - ii. Push out proposed changes to clubs by early December
    - iii. Implement new club handbook in winter term?
2. Club Information meeting
  - a. ASCOCC office on Wednesday, November 10<sup>th</sup> at 2:30pm
    - i. Darcy to verify advisor emails with Andrew
    - ii. Outlining expectations for clubs
      1. Basic expectations, funding they have, etc.
        - a. Need to create a checklist for clubs to take back and ensure that they can meet everything on the checklist
3. ASCOCC Website

- a. Write info about ASCOCC members
- b. Discounted CET Bus passes
  - i. Update info
  - ii. Need to meet with CET to see if we want to continue, and need to check our budget to ensure we have funds to continue
- c. Do we want to continue using the google calendar on the website?
  - i. No, create a calendar with meetings, dates, deadlines, etc. to publish on the website but also print and hang up throughout campus

### **Additional Items:**

- Canva
  - o Getting professional access through the student life account
- Meetings with clubs- could we do it through zoom
  - o Seeing if we could set up the Conference room for zooms
  - o Clubs could also send in written comments ahead of time for meetings