



Associated Students of Santa Monica College  
Inter-Club Council

Regular Meeting Agenda

October 5, 2023, 4:00 p.m. in HSS 165

The Public may join via: Zoom/Telephone: <https://cccconfer.zoom.us/j/96185610860>

Associated Students Office Phone Number: (310) 434-4250

Minutes



I. Call to Order at 4:08 p.m.

II. Roll Call

2.1 ICC Officers

- P - ICC Chair: Riddh Bunyay
- P - ICC Vice Chair: Zach Makari
- P - ICC Communications Officer: Ana Zakala

2.2 ICC Advisers

- P - Counselor/ICC Primary Advisor: Benny Blaydes
- P - Staff/ICC Advisor: Amanda Delatorre
- AB - Associate Dean of Student Life: Thomas Bui

2.3 Installed Clubs

- P - Acting Club at SMC
- P - Ancient Philosophers Society
- P - Anthropology Club at SMC
- AB - APIDA
- P - Alpha Gamma Sigma Honor Society
- P - Adelante Club
- P - Black Collegians
- P - Break The Silence
- P - Chabad Jewish Student Club
- P - Choir Club
- P - Cosmo Club at SMC
- P - Debate Club
- P - Earth Science
- P - Engineering Club at SMC
- AB - Esports Club at SMC
- P - Film Club at SMC
- AB - Green Creatives
- AB - IDEAS
- P - InterVarsity Christian Fellowship
- P - Investment and Entrepreneurship Club
- P - Korean Student Association (KSA)
- P - Math Club at SMC
- P - Middle Eastern Club
- P - Muslim Student Association at SMC
- P - NOMAS, SMC
- P - NSCS at SMC (National Society of Collegiate Scholars)
- P - Pathfinders Creative Agency (PCA)
- P - PERIOD.
- P - Philosophy Club
- P - Post Soviet Club at SMC
- P - Psychology Club at SMC
- P - Scriptwriting Club
- P - Student Bible Study
- P - SMC Writers Club
- AB - Tennis Club at SMC
- P - Rotaract
- P - WiSTEM (Women in STEM)

III. Public Comments

- Olivia – idea to organize a club to educate against street harassment and “catcalling”, reach out if would like to support:
  - Instagram: [@catcalls\\_of\\_la](https://www.instagram.com/catcalls_of_la) and Email: [catcalls\\_of\\_la@gmail.com](mailto:catcalls_of_la@gmail.com)
- Kat -
  - Movie licensing can be quite expensive (\$400 and up) - [Swank](#) offers to reduce the license fees for film screenings if more clubs team up.
  - A newsletter for Club Row and clubs are encouraged to submit their info to get printed out.
  - Submit your club events to official SMC event calendar on the Linktree, at least 3 weeks before the event itself.

IV. Consent Action Items

4.1 Installation of Clubs (clubs will be installed with 66% funding)

- P - Active Minds SMC
- P - Data Science Club at SMC
- P - Economics Club at SMC
- P - Guitar Club
- AB - International Student Forum
- P - Japanese Student Association of Santa Monica College
- P - Phi Theta Kappa Honors Society at SMC
- P - Pre-Health Professional Association (PHPA)
- P - Student Nurses' Association (SNA) at SMC
- P - Student Veterans of American Santa Monica Chapter
- AB - Women's Empowerment & Education Group (W.E.E.G.)
- P - Women's Finance Club
- Motion to install present clubs with 66% funding by Post-Soviet Club, seconded by Cosmo Club.



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**4.2 Clubs Pending Installation** (clubs will be installed with 66% funding if missing paperwork completed by Wednesday at 1:00 p.m. the week of the ICC Meeting)

- \*Bursa at SMC
- P - Chinese Student Association
- AB - DiverseAbility at SMC
- \*Figure Drawing Club
- P - Mediamakers & GAX Creators
- \*Rock Climbing, Wilderness, and Environmentalism
- AB - To Be Determine Club (TBD)
- AB - Vishoni Creators Club
- \* clubs didn't complete the application paperwork before deadline

- Motion to install Mediamakers Club with 66% funding despite representative being online by PCA, second received.
- Motion by Cosmo Club, second by Earth Science Club.
- Clubs that were present were installed with 66% funding with no objections.

**V. Approval of Minutes: 09/21/2023**

- Minutes were approved without any corrections.
- Motion to go back to 4.2 and install pending clubs.

**VI. Discussion Items**

**6.1 Club Row Questions and Form**

- Clubs have an option to sit next to other similar clubs.
- 60 tables available.
- Director of Activities is planning to have pumpkins
- TCBY and Corsair Café will provide refreshments.
- *Proposal submissions are due Oct. 11.*
- Pre-packaged food only but talk to the ICC officers to make sure the items you would like to offer during the event.
- \$35 fund is provided by ICC for clubs to use, but clubs need to submit reimbursement form.
- Costume rules:
  - No dress-code but be mindful that clubs are representing SMC.
  - No fake weapons.
- Clubs can use up to \$200 of their ICC allotment to fundraise, submit Collection of Funds form after.
- Overwhelming majority voted for Table Contest (refer to the Club Packet)

**6.2 Paperwork Training**

- [Proposal Presentation](#)
- Proposals are due Wednesdays at 2 p.m. preceding the Activities and/or Finance meetings.
- NO spending before getting event/trip/purchase approved!
- Proposals for events/field trips that:
  - DON'T require funding need to be submitted **at least 3 weeks** before the event.
  - DO require funding need to be submitted **at least 4 weeks** before the event.
- Important to attach EVERY document to the proposal because you cannot edit it later!
  - If need to add something later, email at [osl@smc.edu](mailto:osl@smc.edu)
  - The amount requested cannot be increased. Email Finance committee to request changes to amount ahead of time.
- *Week 9 is the deadline to request Club Swag – Oct. 25*
- Allow 20 business days for processing a check request.
- One event = one proposal. Even if the event lasts for couple of days = one proposal.
  - If collaborating with another club, only one club is responsible for submitting a proposal, there is a field to mention what other club participates, and You will need to submit an A.S. Proposal Co-Sponsorship Form listing all the clubs and their signatures.
- SMC has a list of [approved food vendors](#).

ICC LinkTree





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- Deadlines:
  - Check Request Deadline: December 11, 2023, at 5 p.m.
- On the receipts for check request must have:
  - Vendor name, contact information, address, date of purchase, itemized list of purchase, and form of payment.
  - Tips over 15% will not be reimbursed.
- Have one person make the purchase to avoid having to submit multiple check requests. Students cannot request reimbursement for other students, only their own.
- Keep the Club Balance sheet updated.
- ICC Allotment automatically rolls over from Fall to Spring if the club is reinstated, although not from Spring to the next Fall – club loses all unused ICC Allotment funding.
- Need Club Minutes to request the Special Account funds.
  - Don't know if your club has a Special Account? Or how much is there? Email [osl@smc.edu](mailto:osl@smc.edu)
- The total cost of the items that will be used in the table contest should be under \$75 to keep the competition fair.
  - Proposal for Club Merchandise (club logo swag) deadline: **October 25, 2023** (week 9)
  - Final proposal deadline: November 15, 2023

**VII. Action Items – None.**

**VIII. Reports**

**8.1 ICC Officers**

- Zach - Volunteers needed to set up and break down tables for Club Row.
- Ana - The Student Equity Center is officially open! (lower level of the Cayton Center)

**8.2 A.S. Director reports**

- Cecilia (AS President)
  - SMC will hold 2 events – reinventing mission and vision statements of the school for the next 6 years.
  - SMC Education Masterplan – 2-month commitment, bi-weekly meetings, starts late November or early December.

**8.3 Advisor Reports**

- Tiffany – application to transfer is open, visit SMC counselors to review and/or brainstorm your Personal Insight Questions (PIQs).

**IX. Club Announcements (limit of 1 min)**

- Pathfinders Club – looks for opportunities to use AR technology together with other club collaborations.
- Mediamakers Club – hosting virtual events to introduce students to media production, help them apply to film schools.
  - Email at [smcmediamakers@gmail.com](mailto:smcmediamakers@gmail.com) to find out more.

**X. Adjournment at 5:54 p.m.**

- Motion by Post-Soviet Club, seconded by Engineering Club.