



ICC OFFICER MEETING MINUTES

Wednesday, May 3, 2023

2:30 PM PST

Hybrid – DASB Lounge & Via Zoom

Facilitator: Cedric Buenviaje, ICC Chairperson
& Maritza Arreola, ICC Advisor

Contact: icchairperson@fhda.edu or arreolamaritza@fhda.edu

Zoom Information

Join Zoom Meeting: <https://fhda-edu.zoom.us/j/84669822401?pwd=UEFPMk9PRFdFRVE3b0dpa2ZmT1Rydz09>

Meeting ID: 846 6982 2401

Passcode: 325252

One tap mobile:

+16694449171,,84669822401# US

+16699006833,,84669822401# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

Meeting ID: 846 6982 2401

International numbers: <https://fhda-edu.zoom.us/j/84669822401>

Call to Order

- ICC Advisor, Maritza Arreola, called the ICC Officer Meeting to order at 2:37 PM.

Attendance

Position	Name	Present	Absent	Late	Excused
Chairperson	Cedric B.	X			
Chair of Equity	Silmi S.	X			
Chair of Finance	Will W.	X			
Chair of Programs	Ruchira D.	X			
Chair of Marketing	Alena Y.	X			
Secretary	Sean H.				X
Vice-chair of Programs	Arshiya R.	X			
Vice-chair of Marketing	Britney C.	X			
Vice-chair of Finance	Joel N.	X			
Intern	Charm H.		X		
Intern	Angela W.				X
Intern	Dana S.	X			
Intern	Annika D.				X
Intern	Sweta T.				X
Intern	Khaled M.	X			
Intern	Darin D.	X			
Intern	Carys A.				X
Intern	Kyle C.		X		
Intern	Dan G.	X			
Intern	Brianna C.	X			
Advisor	Maritza A.	X			

Guests

- No guest speakers.

Public Comments / Questions for ICC

Business Items

1. Check In & Intros (Discussion)

Presenter: Maritza

Description: This item is to check in with all those present at this meeting.

Time: 5 min

- Introduce yourself to the new members. (Name, role, major and interests)

2. Club Day Debrief (Discussion)

Presenters: Ruchira and Arshiya

Description: This item is to discuss how Club Day went and how it can be improved next year.

Time: 15 min

- Discussed about the improvement compared to the previous club day.
 - Having more members that can carry out multiple tasks during the club day.
 - The management of the ICC booth.
- Discussed about what needs to be improved.
 - Have an organized and easy sign-in process.
 - Potentially improving the performance area/stage for next year.
 - Management of the usage of the plastic beverage cups during the event.

3. **Financial Orientation (Discussion)**

Presenters: Cedric, Will, and Maritza

Description: This item is to discuss the Financial Orientation for incoming treasurers, tentatively set on June 7.

Time: 5 min

- The Financial Orientation will be held in June 7th, 1:30pm - 2:30pm, in-person. Clubs that are not able to attend the orientation in-person will be given a module to complete.
- More information about the orientation will be shared in future meetings.

4. **New/Reactivated Clubs & Club Status (Discussion)**

Presenters: Cedric

Description: This item is to discuss received club applications and other club status updates.

Time: 15 min

- Ruchira moved to approve the De Anza Cheer Club to “On-Trial” status after reviewing the constitution. Joel seconded. No objections. The motion was passed by consensus.

5. **Club of the Year (Discussion)**

Presenters: Ruchira and Arshiya

Description: This item is to solidify criteria for Club of the Year nominations.

Time: 5 min

- Clubs will now be able to apply and nominate clubs for the “Club of the year”.
- After the nomination is closed, the ICC will be deliberating and counting the votes and the club of the year will be invited to a gala which will be held in the evening of June 7th.
- Went over the Club Day Awards Application form and made some small adjustments on the price amount and social media engagement questions.
- The deadline of the form will be in May 26th, 5pm.

6. **Cultural Night @ De Anza (Discussion)**

Presenters: Ruchira and Britney

Description: This item is to discuss the Culture Night on May 26th from 2PM to 7:30 PM.

Time: 15 min

- The cultural night team is currently looking for vendors but more specifically culture related vendors for the event.
- Discussed about promoting the cultural night through ICC, DASG or the newsletter.
- Discussed about funds and reimbursement process for clubs that are going to be participate in the cultural night.
- Discussed about how providing beverages and snacks will affect the vendors and talked about different ways to provide for the people without adding more competition towards the vendors.

Public Comments

- No public comments.

Adjournment

- ICC Advisor, Maritza Arreola, adjourned the meeting at 3:34pm.

Announcements

- No additional announcements.