

## **Incidental Fee Committee Training #1**

**Friday, November 15, 2024 | 2:00 PM**

**WUC Rogue Room**

**Brenda Martinez in Chair**

### **Agenda**

#### 1. Welcome

- Call To order: 2:02 PM

#### 2. Introductions

- Tina Fuchs, IFC Advisor, Vice President of Student Affairs
- Paula Taylor, IFC Secretary
- Brenda Martinez, ASWOU President
- Mark Warren, IFC Member
- Rhylie Sevits, IFC Member
- Cody Dickenson, IFC Member
- Viviana Romero, Student
- Brenda Perez-Barrera, IFC Member
- Nathaniel Rivera, IFC Member

#### 3. Welcome by ASWOU President Brenda Martinez

- Welcome to IFC
- Thank you for your time and dedication
- Goes over agenda

#### 4. [IFC Bylaws overview](#) - by Tina Fuchs

- What are the bylaws
  - i. Located in the IFC shared drive. All IFC members have been granted access to the folder.
- Article 1-7
  - i. IFC membership
  - ii. Conflict of interest
  - iii. Quorum -  $\frac{2}{3}$  plus 1?
  - iv. Article 12 (IFC Process Checklist)

#### 5. Duties and responsibilities

- IFC committee members
  - i. 9 students
  - ii. Chair important, vice chair
- IFC Chair – must be elected by the IFC members

- IFC Advisors – Tina Fuchs, Amber Deets, Evan Sorce, Camarie Moreno
- IFC Secretary – Paula Verdegaal-Taylor
- Parliamentarian – ASWOU Senate President (Maggie Bartosovsky) or designee
- Area Heads - Kristen Perry, Rian Gayle, Lukas Dyer, Brenda Martinez, Randi Lydum, Rip Horsey, Tammy Gardner, Daniel Tankersley, Chelsea Blatner, Cameron Mortensen.

2:48PM Maggie Bartosovsky enters meeting

6. What to expect during Winter term

- Review tentative IFC timeline/calendar
  - i. 2-hour meetings
  - ii. We will decide meeting dates and times during prep week meeting

7. Budget training facilitated by Camarie on 11/22/24

8. Schedule meeting before end of term to select meeting times for Winter quarter and select IFC chair

- Mark: Do meetings have to be on Friday?
  - i. Tina: No
- Tina: Paula will send out a When is Good? for the week of December 2nd.

9. [Parliamentary Procedure/Robert's Rules of order](#) – Maggie Bartosovsky, ASWOU Senate President

- [Sample Scenarios](#)

10. Final questions

- Brenda: Any questions?
  - i. Cody: What should I bring?
  - ii. Tina: Everything is electronic.
  - iii. Paula: I do bring a couple paper copies of the agenda.
- Brenda: My office is WUC 122B and drop by if you want to yap.

11. Adjournment 3:30PM