



ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

Contact: asbtc@btc.ctc.edu | 360.752.8357 | Campus Center (CC) Room 300

EXECUTIVE MEETING MINUTES

September 11, 2014

➤ **Call to Order:** Meeting called to order by President Ryan Chapman at 3:32 pm.

➤ **Attendance:**

Executives: Sam, Ryan, Racheal, Jennifer, Trevor, Jason Hanson present at 4:10 pm

Absent: Jason Halverson (excused)

Advisors: Malcolm and Nicole

Clerical support: Linda

➤ **Reading and Approval of Minutes:**

❖ Motion to approve minutes by Racheal, 2nd Trevor, all approved pending changes.

➤ **Funding Requests:**

- Racheal requesting \$50 for supplies for a poster for LGBTQ recruitment. To come from the Diversity line item. Motion by Sam, 2nd Jen, all approved.

❖ **Discussion:**

- Flyer for the Welcome back lunch to be submitted to marketing (Jen and Malcolm will work on this).
- Racheal will be doing a poster for the LGBTQ
- Trevor made a motion to spend \$200 on gluten free donuts from rocket donuts, 2nd by Jason, all approved.
- Trevor made a motion for \$640 (\$80/person) for executive parking permits, 2nd by Jen, all approved. Ryan to talk to Stephanie about the parking permit details and see if they can be issued for the executive positions instead of for the person holding the position.
- September 16, 2014 meet in Settlemyer for the all campus event. Wear ASBTC shirt.
- Motion made by Sam for the printer for the ASBTC office not to exceed \$550, 2nd by Jason, all approved. To come from the Misc. IT line item.

- Racheal will pick photos to upload to the ASBTC link on the website. Due by the first week in October.
- Motion by Jason to take \$499 from the speaker/entertainment line item for the Family concert October 11, 2014, Jen 2nd, approved.
- Motion by Racheal to approve the request from admissions for \$2,000 to use towards the new student orientation, Trevor 2nd, approved. To come out of the general line item 999.
- Motion by Sam to approve a full stipend for Jennifer pending outside involvement in ASBTC activities for the remainder of the quarter, 2nd by Jason, 1 abstention, approved.
- Duties assigned due date –
 - ASBTC property list – 2 weeks, Trevor will be working with Craig.
 - Printer – Sam needs a proposal from the executives to submit the order request.
 - Release for the pool table – Linda Fossen wants legal to review it.
 - Request to return ASB computer from AV department – 2 weeks, Jason Hanson is working on this.
 - Pictures for executives – 1 week, Jason Hanson.
 - List of items to order – 2 weeks, Ryan
 - Funding request forms – 1 week, Jason Hanson and Ryan.
 - ASBTC executive contact info update on website – 2 weeks, Sam
 - ASBTC senate and executive minutes for last year put on the website – 2 weeks, Sam
 - Trophy for the tug of war – October 16, Ryan.
 - ASBTC billiards pool table cover – 2 weeks, Ryan.

➤ **Visitor:**

Chef Mark – Will return next week with a quote for what can be provided for \$7,000 for the fall welcome back lunch. The executives would like 1,000 wraps, 40 pizzas, 500 cookies, 250 chips, salads, and soda/water.


➤ **Advisors Recap:**

- **Malcolm** – New student orientation September 22, 2014
- Nichole has resigned from the ASBTC advisor position. Malcolm will be the interim advisor until the position is filled.
- **Linda – Quote** from Haggén’s for donuts was approx. \$850, but they do not have gluten free. Price will include delivery. They will be \$297.43 for each delivery (3). She will see if they can be delivered to G building at 7:30 am.

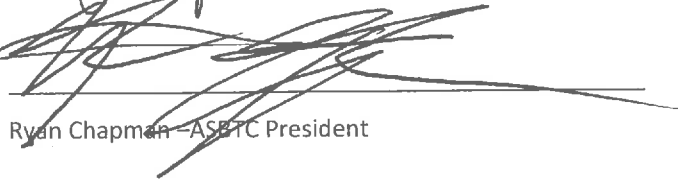
➤ **Adjournment:**

- ❖ Racheal made a motion to adjourn, Jen 2nd, all others approved. Meeting adjourned at 5:07 p.m.

Executive Meeting Minutes Approved By:



 Jennifer Oakes – Director of Administrative Affairs - Minutes



 Ryan Chapman – ASBTC President

Program:
Senator:
Instructor:
Date:

