

### Skyline College Ceramics Club Meeting Minutes 3

Date: October 22, 2009, 5:00pm      Location: Ceramics classroom  
 Chair: Advisor Tiffany Schmierer (TS)      Minutes by: Victoria Vargas (VV)

**Attending:**

Linda Fahey (LF)                              Melissa Wheeler (MW)                              Jason Talavera (JT)  
 Zan Truman (ZT)                              Jennifer Christiansen (JC)                              Victoria Vargas (VV)  
 Robyn Graham (RG)                              Jeff Richards (JR)

Agenda Item	Discussion/Motion/Action/Status	By	Due
Call to Order	8 Members present: quorum determined Introductions		
SOCC meeting recap	VV gave a recap of SOCC (Skyline Organization and Club Council) training on fundraising and event planning <ol style="list-style-type: none"> <li>1. Ceramics club is eligible for funding at next SOCC meeting</li> <li>2. Submit application for use of facility a minimum of 3 weeks prior to date and maximum 45 days to 6 weeks.</li> <li>3. Once authorized can send a an email "blast" goes to Skyline employees to advertise event.</li> <li>4. Can not sell alcohol at any event on or off campus.</li> <li>5. If event is off campus turn in appropriate forms including release of liability form.</li> <li>6. If have performers, use contract.</li> <li>7. Flyers are not effective. Better to use small cards and speak personally with students on campus. Also, make announcement sin class. Use a script so everyone saying the same thing. Hand out cards 1 week before event.</li> <li>8. Be creative about advertising your event. No chalk talk.</li> <li>9. Drinks can be requested up to 12 cases of Pepsi products. Remember to request in advance at least 2 weeks. Return what is not used so other clubs can use at their events.</li> <li>10. Can use monitor in cafeteria to advertise event. Mpeg movies- 2 mins top. Slides rotate every 10 seconds.</li> <li>11. No banners, concern about new campus look.</li> <li>12. Can ask for waiver of parking fee but likely not get approved due to budget concerns at college. Discussion on prepay for parking. Follow up required with campus security.</li> <li>13. Other clubs are creating Facebook pages.</li> </ol>		
Empty Bowls Project	<ol style="list-style-type: none"> <li>1. Showcase design-select team and time for set-up. Discussion about this. Set up date: Tuesday 10/27/09 at 5pm. ZT proposed idea of piling bowls at one end and having single bowl and spoon at other end. Team will decide at setup time. ZT, LF, RG volunteered.</li> <li>2. Reports on organizations to donate to. JC reported on Food Pantry located in Daly City. Food Pantry needs to know when. Question posed re: will all monies go to one organization or be split. Motion made and seconded to donate all proceeds from Empty bowls to one organization. LF did not receive response from Second Harvest.</li> <li>3. Entertainment/draws to event. Discussion on silent raffle, music, dance department. TS will speak to dance /music dept.</li> <li>4. Select budget committee to write SOCC funding proposal or Empty bowls. JC, JR and TS volunteered for this committee. Budget committee meeting Tuesday, 10/27/09 at 5:30pm.</li> <li>5. Timeline-what's next: showcase, budget, choosing final organization, and entertainment. JC volunteered to create a Facebook page. VV volunteered to create a small movie/slide show.</li> <li>6. Parking update: no passes during regular school time. Discussion on pre-paying for parking; parking situation to be made clear.</li> </ol>		
Holiday Sale	Flyer will be posted on website. VV to make 50 copies of flyer and get approval in order to post. Discussion re: posting to Craigslist, etc.		

Adjournment 6:00pm