

**Incidental Fee Committee Training #1**  
**Wednesday, November 29, 2023 | 2:00 PM**  
**WUC Calapooia Room**  
**Hunter Hall in Chair**  
**Minutes**

1. Welcome /Introductions

- Tina Fuchs started the meeting at 2PM and welcomed all students to IFC FY25.
- Roll Call
  - i. Tina Fuchs, VP of Student Affairs
  - ii. Hunter Hall, ASWOU President
  - iii. JD McShane, IFC Member
  - iv. Evan Sorce, Board Secretary & Special Assistant to the President
  - v. Aidan VanDyke, IFC Member
  - vi. Viviana Romero, IFC Member
  - vii. Maddux Gillett, ASWOU Senate President
  - viii. Ayla Adkins (zoom), IFC Member
  - ix. Amari Hendrix, IFC Member
  - x. Paula Verdegaal-Taylor, IFC Secretary

2. [IFC Bylaws overview](#) – Tina Fuchs

- What are the [bylaws](#)
- Article 1-7
- Article 12 (IFC Process Checklist)

3. Duties and responsibilities – Tina Fuchs

- IFC committee members
- IFC Chair – must be elected by the IFC members
  - i. Will receive a stipend
  - ii. Meet with IFC secretary
  - iii. Creates agenda
  - iv. Additional 2 hours of time
- IFC Advisors – Amber Deets, Tina Fuchs, Even Source (Camarie Moreno)
- IFC Secretary – Paula Verdegaal-Taylor
- Parliamentarian – ASWOU Senate President (Maddux Gillett) or designee

- Area Heads
    - i. Directors of IFC Funded areas
4. What to expect during Winter term
    - Review tentative IFC timeline/calendar
    - Schedule zoom meeting before end of term to select meeting times for Winter quarter and select IFC Chair
    - Tina sends out a “When is Good” to IFC members to be completed during the meeting
    - Another “When is Good” for all of Winter term meetings
  5. Follow up on Budget training facilitated by Camarie on 11/20/23
  6. Schedule meeting before end of term to select meeting times for Winter quarter and select IFC chair
    - “When is Good” will be sent out
  7. [Parliamentary Procedure/Robert’s Rules of order](#) – Maddux Gillett, ASWOU  
Senate President
    - What is Quorum?
    - 4 out of 6 members makes quorum.
    - IFC Chair does not count towards quorum
    - How to make a motion
      - i. I move
      - ii. I second
    - Point of order
    - Point of Information
    - Point of Privilege
    - [Parli pro cheat sheet](#)
  8. Final questions
  9. 3:47PM Adjourn