OLYMPIC COLLEGE

Community College District 3
Kitsap & Mason Counties

Club Congress Meeting Minutes

Meeting Information

Date: October 14th, 2026, 6pm

Venue: Bldg. 4 Rm. 122 or online at Zoom.

2. Call to Order - SGOC Dir. Clubs – MaCayla Stark

Called to order at 6:04pm

3. Roll Call - SGOC Dir. Clubs – MaCayla Stark

A. Has everyone filled out the sign in sheet?

   a. (review who is in attendance)

B. Attendance

CLUBS	REPRESENTATIVE
Alianza Cultural Latinoamérica Club	Hailey Valenzuela President Madrid
Asian Pacific Islander Club	AJ Tirador & Rodgie Oliver
ASL	
Badminton Club	Hailey Brown & Benjamin Gibbons
Business & Accounting Club	
Creative Writing Club	
Engineering Club	Sam Williams and Jonathan Barras
Film Club	Jordan Copenhaver
Formula SAE	Jonathan Bowers,
Gaming Club	Ruby Gunsel
International Club	Atsuto and Jaden, Heather Lukashin

OLYMPIC COLLEGE

Community College District 3
Kitsap & Mason Counties

Japanese Language Club	Siena Kraetsch
Kitsap Black Student Union	
Nursing Club (BSN)	
OC2C	Tracy Bergquist
Ping Pong Club	Sebastian Silva and Tony Coolidge
Practical Nursing Student Government Club	
Psychology Club	
Running Start Club	Anni Stafki, Reilly Goss
Sustainability Club	Audrey Surface, Rachael
Student Veterans of America	Diego Caskey, Kadrina Fegert
Wellness Club	Charin Sung, Isla Cruz, Nikhi Butler
Women In Tech Club	
Writers Room	Michaela Matheson, Rob Lopez
Visitors:	Manny Corona Rodriguez
	BreAnna Taylor

4. Consent Items

MaCayla Stark asked to hear a motion from the congress to approve minutes from Marelli Anderson on May 27, 2026. Hailey Brown Motioned, 3 people second.

5. Acknowledgement of Visitors

i. Began with the ice breaker and introducing each other to other clubs

ii. Roundtable introductions, with Name, club, and degree

6. New Business

OLYMPIC COLLEGE

Community College District 3
Kitsap & Mason Counties

Quarterly Update forms due dates

MaCayla began discussion with new mention of quarterly update forms due by the end of the first month of the quarter to ensure timeliness. Note of the email list being updated and to give email information to be added if not on the list. Emphasis on communication is key for success, and reach out if help is needed or unable to make deadline.

Meeting Dates and Times-

MaCayla asked the congress if 5 would work better than 6, and if there is a best day of the week for club congress to take place. Majority rules that 5pm is the best time due to classes. MaCayla offers November 17th or 18th at 5 or 6pm. 5 pm on a Wednesday is the best for students.

Club Fair

The club fair will be held October 27th trunk or treat style, from 11-1 in building 10. Halloween party from other departments at the same time. People will be dressing up for it, and potentially going all out. SGOC will provide some candy for tables.

Rodgie asked about providing butcher paper for decorations for the upcoming club fair. MaCayla mentions that it is more than possible to make that happen.

Also note from Jonathan of being able to print large posters in the labs if advisors allow or can give their permission/paper.

Ideas for future club fair themes

Quick mention of sending new ideas for the future club fair themes- an open invitation.

Questions about specific timing of future club fairs to get ideas for seasonal themes, but dates are not specifically scheduled yet.

In the future, it is a goal for club fairs to happen within the first two-three weeks of the quarter.

Interest of clubs being present during Ranger Ready because of the amount of interested students.

Begin Training and review standards for flyers and social media

a. Media and Flyer Expectations.pptx

A quick run through of the flyer expectations listed on the PowerPoint. The process for submitting flyers is emailing them to MaCayla and then MaCayla will put the Student Government logo on the flyer as a stamp of approval. Response to flyers would be between 1-2 business days. Flyers are good for the full academic year. We can still use the club board outside of the food pantry to promote clubs and hang flyers.

OLYMPIC COLLEGE

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Review how to submit minutes

b. Link to minutes example

Submitting minutes includes following this outline that comes from the handbook. The purpose of this is to ensure that all members voice is heard when it comes to budgeting decisions and backtracking. Heather Lukashin emphasized the importance of filling out minutes for clarity among members when making decisions.

You must submit meeting minutes in this form for all formal meetings and decisions for the club meetings. All other meetings and general activities must simply have a roster to see who was there and who was not. This record should be kept by the club. There will be a walk through video and example of some sort for clubs to know how to create their meeting minutes and some Roberts rules.

Budget requests-

every club receives 50 quarterly. There were questions about how to use the 50$. MaCayla was unsure, and told the clubs she would get back them. Unused funds roll over to the next quarter, but not to the next year- for 150 dollars for the year.

Budget requests come to club congress up to $1500. Anything above will go to the Executive council. Must Submit budget requests (as an email) at least 48 hours prior to club congress date.

7. Good of the Order

We will have a shared space for all the forms and things clubs need on our Club Congress Canvas page- instead of the website. Coming soon!

8. Adjournment

Meeting adjourned at 7:18pm.