Cactus Club of Eastern Connecticut State University

Minutes December 1, 2015

Attendance: Advisor Joe Sample, President Sam Sample, Vice President Scott Sample, Treasurer Sophia Sample, Secretary Stephany Sample, General Members: Casey Kensey, Theresa Giard, Marci Reisman, John Wescott, Michelle Delaney, Chris Ambrosio

Called to Order at 11:04am by President Sam Sample.

Discussion:

Vice President Scott Sample discussed the updates to the Cactus Club cactus sales fundraiser. General Member Giard motioned (Motion #4) to approve to spend $200 on supplies for fundraiser, second by Marci Reisman. Motion passed unanimously.

Discussion continued on what items would need to be purchased and date/time of event. Dates will be discussed with Student Activities and a decision will be made at next week's meeting.

Treasurer Sophia Sample motioned (Motion #5) to spend up to $1,500 from the fundraising account to send President Sam Sample, Vice President Scott Sample and Treasurer Sophia Sample to Boston for the 2016 ASGA Conference. Motion seconded by Michelle Delaney and passed unanimously.

Member Casey Kensey motioned (Motion #6) to spend up to $200 on breakfast from Dunkin Donuts for the next morning meeting. Second by member Theresa Giard. Motion passed unanimously.

Meeting Adjourned at 11:54am.

Stephany Sample
Secretary Signature

Joe Sample
Advisor Signature
Dunkin Donuts Main Street Willimantic

QUOTE Number 123
For pickup on January 21, 2016 7:30am.

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munchkins</td>
<td>500</td>
<td>$100</td>
</tr>
<tr>
<td>Donuts</td>
<td>20</td>
<td>$98.80</td>
</tr>
</tbody>
</table>

Tax  
$0.00  *Exempt

TOTAL  
198.80

Prices are guaranteed until February 1st.

Manager Signature           Date
W-9
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Dunkin Donuts

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
   [ ] Individual/sole proprietor or [ ] C Corporation [ ] S Corporation [ ] Partnership [ ] Trust/estate
   [ ] Limited liability company. Enter the tax classification (C=S corporation, S=S corporation, P=partnership)

   Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for
   the tax classification of the single-member owner.

   [ ] Other (see instructions) [ ]

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   [ ] Exempt payee code (if any)
   [ ] Exemption from FATCA reporting code (if any)

   (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
1 Main Street

6 City, state, and ZIP code
Willimantic, CT 06226

7 List account number(s) here (optional)
Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

[ ] [ ] [ ] [ ] [ ] [ ]

Or

Employer identification number

1 8 1 2 3 4 5 6 7

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person [ ]

Date [ ]

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/Iw9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.