Finance Committee Meeting Minutes for January 18th, 2012

I. Call to Order: VP Siddharth calls meeting to order at 10.20 am.

II. Roll Call
   Members Present  Absent Members  Guests
   Siddharth Menon  Chris Caldwell
   Raheela Dharani  Sowmya Karipe
   Qiyun Wu
   Sarah Quintana
   Melanie Sutrathada
   Stan Hebert
   Marguerite Hinrichs
   Randy Saffold

III. Approval of the Agenda
     Motion: (Quintana) to approve the Agenda.
     Motion Carries.

     Approval the Minutes
     The Minutes will be tabled until the next Finance Committee Meeting.

IV. Public Discussion
    Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University East Bay.

    *Randy Saffold has left the meeting momentarily.

V. Emergency Action Item-Appointing the Vice Chair of the Finance Committee.
   The Committee will vote on appointing the Vice Chair of the ASI Finance Committee for 2011-2012.
   VP Menon states that if there are any members interested in the Vice Chair Position please raise their hand.
   -Raheela as a volunteer of the Vice Chair position.
   Motion: to appoint Raheela Dharani as the Vice Chair of the Finance Committee 2012.
   Motion Carries.
VI. **Emergency Action Item** - Real Estate Club

The Committee will vote on this club’s Funding Request for their Guest Speaker event. The Committee will also vote on this club’s Funding Request for their Holiday Party Meeting.

**VP Menon** highlights the following in regards to an overview of the club:
- An event was held last quarter
- We will essentially be approving a reimbursement of their expenses for the two events.

**VP Menon** yields the floor to Smith from the Real Estate Club who highlights the following:
- Had a guest speaker come and inform students on the fundamentals of Real Estate
- He explained certain laws in regards to real estate.
- As far as the holiday party is concerned the club was discussing Real Estate
- Great turnout for the guest speaker event
- Somewhat good turnout for the holiday party
- The Guest Speaker was Tyler
- Estimated close to 50 people attend
- Total Amount Requested is $307.83
- Food was the majority of cost $240.00
- Honorarium were $90.00
- Advertising was $10.00

**Stan Hebert** asks if the club can mention the date, location, and who spoke at the event.
- Smith states that the Guest Speaker event was December 1st, 2011 in the Library Area and the Holiday Party Event was December 9th, 2011. The guest speaker went into detail about The Homeowner Association. The Holiday Party took place on Broadway in Oakland, CA.

**Marguerite Hinrichs** mentions that the theme was just Holidays due to the season. But Associated Students Inc. does not fund events taking place off-campus. Because of all 14,000 students paying into the ASI funds which means all students should be able to attend so that means that it must be on-campus. If there is any funds available in the Real Estate Club account, if receipts are submitted reimbursements can be made. Also want to be clear with students and Finance Committee should be clear with students in regards to ASI. ASI does not reimburse any events; clubs have to request for money in advance. The funds have to be approved before the date of the event. The only time clubs can be reimbursed is when there is money already in the club account. For example, if the club applied for the Annual Seed Allocation before the event they can be reimbursed.

**VP Menon** asks if the committee has any further questions.

**Quintana** asks the representative what kind of advertisement was done.

**Smith** states that there were flyers around campus.

**Sutrathada** asks if the Guest Speaker was just a kick start for the club or will this be taking place on a quarterly basis.
Smith states that events will be held on a quarterly basis.

Motion: (Sutrathada) to approve Real Estate Club for the Guest Speaker Event held on December 1st, 2011.

Motion Carries.

VP Menon states that the club is aware that they will not be receiving student funds due to their Holiday Party Event being held off-campus.

VII. Emergency Information Item-Projects for 2011-2012

The Chair will share the Committee’s planned projects for the remainder of the academic year.

VP Menon briefly shares the project list for the remainder of the year with the entire committee. Also who is taking the lead on what projects? VP Menon and the Finance Committee members highlight the following:

- There are six major projects coming up:
  - 1st is ASI Policy-Sowmya and Sarah—essentially what this means is looking at ways to cut down literature and redundancy, looking at policies that need measures taking out.
  - ED Saffold States that 1068 states that we should not be dictating the activities of clubs and organizations. The committee should be careful that our policies do not accidentilly tell students what they can and can’t do when it comes to funding. Instead we should be less detailed in policy creation and not look to tell them what they shouldn’t be doing. Also Executive Order 1068 can be made available to all the Finance committee members. The committee should take care as they create future policies in the following quarters. Thoughts should be in the committee heads on how to better approach funding the clubs. Also want to make it clear that the funds belongs to the students we are just giving them back their funds.
  - 2nd is Finance Website-information is hard to find on the website. Essentially the right information should be clear on the website and the students shouldn’t have to look through fifteen pages just to find the information that is needed. There would be web tutorials so that club leaders can be showed how to fill out specific documents and forms the correct way. A lot of students just need to be walked through the process once then they will have a good grasp on how to go about it. The students should be able to look at the tutorial and understand how to fill out the documents. The most frequently asked question list was generated. I already have a good draft of the document it’s about 80% complete. When it is complete I will be presenting it to the committee. Break down the entire funding policy into power point slide each slide will cover a certain topic. How we cover food, restrictions conditions, amount that is giving for the food.
One difference is that this will not be a text only PowerPoint there will be a voice also. Sarah will explain the policy and a couple of issues that people are confused on (common issues). Headed by Kevin – breaking down the entire fees that we students pay into. Also consolidated information is being consolidated by Kevin. Try to optimize content on the website that is repetitive.

-3rd is Transparency - Expense reports for 2011- headed by (VP Menon), I will be giving a brief overview to the whole Board and Service VS. Town hall this is more in length for the budget that will be developed. Surveying will help us get a good grasp on what students would like to see on-campus.

-4th is Club Growth- Essentially designed to see how we can help students leaders become better leaders. Kevin will be the head of this specific project.

-5th is Club Management Software - discussing an investment of technology that will help run the job better. Looking into if this is feasible for the campus what are the benefits what are the cost. I (VP Menon) will be this project lead.

-6th is Funding Program-I (VP Menon) am the project lead on that I will be looking to provide clarity on if ASI will be funding programs and events. The current policy does not specify that we fund programs. This brings some confusion. Just need to be specific in the language. There are different deadlines that’s posted on the excel sheet.

Marguerite Hinrichs states ASI are no longer responsible for club accounting just simply in charge of funding requests. Only thing ASI should work on is funding proposals, granting and denying requests for funding of ASI funds. In terms of funding ASI should just simply be acknowledging the funding. Finance Committee should not be concerning themselves with the bank accounts Student Life will actually be working with accounting they will go online log into people soft, Fe is then going to transfer funds into the university account based on how much they are approved for. In terms of them getting advances, the accounting office will be working that out. We have never gave advances the same way that ASI have for funds, one of the alternatives that Randy Saffold is speaking about is the cashier’s office. Traditionally funding is for events that will occur in the future. There will be a same-day advance; students will develop responsibility being that they will have to report back to the cashier’s office on that same specific day. The thing that will make everything easier is to consider and think about all the other tasks.

VP Menon states that great points were made especially when it comes to club changes, we will essentially be the face when it comes to ASI. If people have questions fill free to guide them to the website.
VIII. Roundtable Remarks

Hebert: states that he wants to bring up the project that has to do with the budget. ED Saffold states that what he is looking for is the budget process to begin in February. Management will look at program and service cost over the course of the last 6 months. Then, do our best guess on what programs and services will cost next year. We then share that information with the Finance Committee. Our goal for the Finance Committee is to make sure that we are proposing programs and services that meet student needs. We will know more about what is going on with University fees that complete our budget by March. My expectations are that you guys will be active participants in the budget process and interacting with students through forums and contacts to make sure we know what programs and services they need. Recommendations on needs will go back to managers who will incorporate this information into their budget projections and then make the presentations to the finance committee. Your input is very critical. We make the final determination on how often the meeting will take place.

VP Menon: states that ED Saffold and his team will come up with the first draft of his figures based on what happened in the past 6 months. At that same time on our side we should essentially have the student feedback ready as well. We can use feedback that we have gotten back from students.

Marguerite Hinrichs states that she wanted to note that she made progress when it comes to student clubs/org. accounts. Every organization has a university bank account, continue to move forward and she thanks all the committee members for all their hard work. Appreciated the guidance that Randy Saffold has given to the Finance Committee. Finally, look forward to working with the committee on the extreme change on policies and procedures.

VP Menon: states that there is a list of projects that will be done this year with assigned responsibilities. It is a lot of work but we should be able to get through it. There will be high standards set for the following year. The Finance Committee Meeting should take place every two weeks. Number crunching will take place before hand then at the meeting the decision will be made on rather the club/org. should be funded or not.

IX. Adjournment:

Motion: to adjourn the Finance Committee meeting at 11:11am.

Motion Carries.

Finance Committee Chair
Name: VPF Siddharth Menon

Minutes Approved On:
01/30/12

Date