Finance Committee Meeting Minutes for March 5th, 2012

I. Call to Order: VP Menon calls meeting to order at 11:34am.

II. Roll Call

Members Present
Siddharth Menon
Raheela Dharani
Qiyun Wu
Sarah Quintana
Melanie Sutrathada
Stan Hebert

Absent Members

Guests
Marguerite Hinrichs
Randy Saffold
My-Lan Huynh
Kenneth Chagois
Christa Mekki
William Manduriano
Lisa Booker
Corrie Christine
Kapish Joshi

III. Emergency Action Item- Approval of the Agenda
Motion: (Dharani) to approve the Agenda.
Motion: (Quintana) to amend the agenda.
Amendment I: to remove CMENC’s event from the agenda and add the Indian Student Association’s event.
Motion Carries as amended.

IV. Emergency Action Item- Approval of the Minutes
Motion: (Hebert) to approve the February 27th, 2012
Hebert states these are the documents that every student and every public person should reference in understanding what is going on in the finance committee. I’m urging everyone to make sure to check the minutes for accuracy or if something needs to be simplified because they carry a transcript quality that is not always necessary. Sometimes the discussion we have is not the conclusion that we want someone to take away with as the action item of the group. Once we approve the minutes, it becomes the official document in which people reference.
ED Saffold states that we went from having the action items recorded to having a transcript style of minutes due to the fact that there needed to be more detail for the minutes. This was the reason why minutes have taken longer to get out. There is quite amount of detail in the minutes that we get back. When action items are recorded there can be an included time from the tape as to where those items are in the recorded minutes.
Motion carries.
V. Public Comment
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.

VI. Emergency Informational Item—Funding for Spring 2012
- The Committee will discuss the amount available for club funding for Spring 2012.
- The Chair will share updates on new tools that will be available for the club funding process.

VP Menon states that historically, spring has been out heaviest quarter in terms of the amount requests received and the amount of money granted. My estimation of what we’ve seen this quarter is to essentially allocate for $30,000 for spring with the possibility of opening it up if we have requests that are eligible for more than that amount. I believe that we are still within our budget of $90,000 for student allocation of this year. VP Menon asks the committee if they have any comments on any amount that they would like to see for the spring quarter allocation. Sutrathada asks what the allocations were last year and for previous years. ED Saffold states that they issued around $30,000.00 to $35,000 for the spring quarter of last year, but we issued more earlier and budgeted $75,000 last year instead of $90,000. We ran through it more quickly. VP Menon states if the committee is okay with the amount of $30,000; the committee will approve the amount of $30,000 during the first meeting of spring 2012. VP Menon moves on to the next item about the tools that will be available for the club funding process. VP Menon states that the ASI handbook is almost done. The handbook goes over the purpose of ASI funding, who’s eligible for it, and funding limits. The idea is that students will be better planners, better managed events, and a higher amount of student engagement around campus. I worked with the team on this to make this consolidated document. We had a section on publicity which essentially talks about how to publicize and event, the options available, and what can and cannot be done when advertising. The budgeting is what’s most important for an event. We now have scanned copies of documents as examples of the right way to fill out the documents which will inform groups of what they need to do. The handbook also includes a PR section that states how to gain more visibility for an event. There are some policies on how an event can be advertised on equipment on campus. It is important that equipment is not vandalized. ED Saffold mentions that there will be no chalking allowed unless there is permission from facilities. There is a five step process included on how to plan an event. My-Lan Huynh suggests an idea of including student life in the handbook in terms of planning a program so what the first step would be in order to get approved and also information for a location to pick up the funds. VP Menon states that he is open to the idea, but I don’t want to make the document heavy. We can work on it and determine which things are necessary. Our next item is finance videos. There are two videos that our team made. These essentially run through the process of showing people how to fill out forms. Many people were unclear as to how to fill out the forms. We will now move on to
the last tool which will help us and students. There is a deadline for spring 2012 funding.
We talked about going back to the old policy of the three week deadline, but I am
personally not comfortable with it. After speaking with members of the committee, there is
an agreement that we need a more discipline process that is good for the organization and
students. I would like to propose a standing rule that we would go forward with for the
spring 2012 quarter with deadlines. This rule will make sure people get a chance to see
whatever we work with this quarter will continue to be worked on for the following
quarter. The document states that the ASI finance committee will have only
two deadlines for spring quarter; the first deadline will be Monday, April 9th which will be
week two of the quarter, and April 23rd which is Monday of week four. The deadlines have
been set at 5pm. For all events you plan between week three and week four; the requests
will need to be in before 5pm on April 9th. Anything after 5pm will be considered for the
second deadline which means an event will not happen between week three or four. The
event will have to be moved to week five or later. For any event after week five and week
ten, the request will need to come in by April 23rd. Any requests after April 23rd will be
returned to the group or org. ED Saffold asks what action will happen if a group requests
an event in week one or two. VP Menon states that no group will be able to be funded for
the first of second week for an event in that time range. The first couple weeks does not
give us enough time to prepare the documents, collect everything, and still have a meeting
for people to meet with us about an event. An option was suggested that if people wanted
to have an event in week one or two, they would need to request it during this quarter. ED
Saffold states that this updated information is not new; we were just violating our policy of
not having things in on time. There also needs to be a clear line that states that we don’t
give reimbursement. Groups cannot be reimbursed for an event that was pre-approved by
the finance committee before it occurred. VP Menon states that if the committee is ready,
he will put this up for a vote to adopt this as a standing rule for spring 2012 where we will
have these two deadlines, and once we approve of this as a standing rule, I will have a
committee inform student life about what we will be working with for next quarter. My-
Lan Huynh states we are going to work the student life advisors to see how busy the first
and second weeks are and how often the students prefer the funding. If ASI is not backing
them on events happening in the first two weeks, I’m curious as to how motivated people
will be to have an event. VP Menon states what I’ve discussed with the committee is that if
you’re looking at the long term, you want to look at having two deadlines. If people turn in
their stuff early, they can start on day one and have their event. My-Lan Huynh states that
it is a good notion; it’s just something that has to be built into the culture of clubs here, and
I don’t know if they’re ready for these deadlines unless you build a consistency with it. ED
Saffold states that these deadlines somewhat mirror what we did in the winter, but we
would argue that we may not have left enough time to communicate it. I want to make sure
that we recognize that this is a little different than before; we have a stronger lead time, and
we have more insight.
Motion: (Menon) to approve to deadlines for spring 2012 and adopt this as a standing rule for the committee’s work.
Stan Hebert abstains.
Motion Carries. 21:25

VII. Emergency Action Item—EP 3
- The Committee will consider the approval of the RLDC 2012.
- The Committee will consider the approval of the Social Luncheon.
VP Menon states that the committee will contact the president of EP3 via phone and yields the floor to Corrie Christine to speak about EP3’s events.
Corrie Christine states that for RLDC we are trying to send as many team members as we can to benefit from networking. It’s a great networking opportunity, and students will have the opportunity to network for job opportunities. We plan on send two freshmen or sophomore level students to try to get them involved. We’re trying to get a lot of students involved. The luncheon if for us to get engaged, socialize, and get ourselves know around campus. We’re expecting quite a few people to attend. We are going to promote and get students to join and sign up for next year since many of us are seniors and will graduate soon.
VP Menon states that he attended an event similar to the RLDC last year at Stanford. You have networking opportunities and it’s a pretty nice event. RLDC takes place at Sac State this year. There will be ten students attending and they are requesting $450.00 for conference fees.
Motion: (Quintana) to approve EP3’s RLCD event for the amount of $450.00
Hebert asks Corrie Christine what RLCD stands for. Corrie Christine states that it stands for Regional Leadership Development Conference.
Motion Carries.
VP Menon states that the committee will now approve the Social Luncheon on March 5th for fifty people, and they are requesting t-shirts in the amount of $293.63.
Motion: (Quintana) to approve the EP3’s t-shirts in the amount of $293.63.
Sutrathada states that she was under the impression that ASI was not allowed to fund t-shirts unless they were pertaining specifically to the event. Quintana states that the t-shirt includes the event and date on it. ED Saffold states that it’s within the guidelines.
Melanie Sutrathada abstains.
Motion Carries. 28:59

VIII. Emergency Action Item—Society of Women Engineers
- The Committee will consider the approval of the Sustainability Conference.
- The Committee will consider the approval of the Luncheon.
Corrie Christine speaks on behalf of SWE for the events. The Sustainability Conference will take place on June 18th-22nd. It will be the first year that we have gone as a school. It is an engineering based event. The event will engage civil engineers, architects, and other engineers. This event will be good for networking. There will be an onsite project in which they will build a building, and there will be many different groups in which you can get

"Students working for Students!"
together with. Engineers and architects will be working on the building. It looks like an overall great conference, and I hope that we can go. VP Menon states that since this event is taking place in June of spring quarter, the committee does not approve events for the spring quarter in the winter quarter. We will table this to be brought up at a finance meeting next quarter. We will now move on to the next item which is the Luncheon. SWE has requested $270.00 for food. This is for the same event they plan to hold with EP3.

**Motion: (Quintana) to approve the Society of Women Engineers Luncheon in the amount of $270.00.**

VP Menon asks Corrie Christine what the Luncheon is about. Corrie Christine states that the luncheon is for promoting the engineering club and to get as many students involved as possible. People will get to know more about the engineering club and what it is as a whole. We want to get our name out there. People who aren't engineers are welcomed to join the club as well.

**Motion Carries. 33:05**

**IX. Emergency Action Item— InterVarsity Christian Fellowship**

- The Committee will consider the approval of the Spring Conference.

VP Menon yields the floor to the club representative Kenneth Chargois. The spring conference is a conference where we will be discussing the Book of Mark. Students come out and get into groups to converse about the scriptures. It's a good experience for students to strengthen their morals and meet others who are on the same wavelength as them so that they can encourage one another in their faith to continue to live the life that they have committed to live. It's an event that I think would reinforce a lot of positivity for students, and it is also a great networking opportunity.

**Motion: (Quintana) to approve the InterVarsity Christian Fellowship for their Spring Conference event in the amount of $787.50.**

VP Menon asks if this is the first time the club has attended the event. Kenneth Chargois states that this is something that the club tries to do annually.

Hebert clarifies that there are five CSUEB members attending the event, and asks how many people in total are attending the Spring Conference. Kenneth Chargois states that there may be more people signing up for the event. There will also be other schools attending such as UC Davis. There will be more than one hundred people there in total.

Sutrathada brings up a concern that only five people are benefitting from the $787.50. Is there any way that more people can attend so that more can benefit from that total amount? ED Saffold states that because of the way our travel policy reads, the club will not be able to do that. We only fund up to five people going. If the committee decides that they do not like the current policy, it's always open to revise. It's supposed to set a total cap of the amount you can ask for travel for a club or group.

Sutrathada states I would feel more comfortable send more people for that amount requested. Five people at that amount would be more than $150.00 for each person. I would love if we could oversee that policy at least in this case, but I do not want to continually do
that if that’s not the interest of this committee.

ED Saffold states that the amount for the five people will be going into the club’s account. There will not be individual checks given to each person. We’re not checking back to see if five people go, were just insuring that no more than five people are going on the dime of ASI to make sure that the funding is spread fairly to all the potential clubs that want to travel, but they can decided how they want to break that money up.

Dharani states that the paper works states that the cost is $170.00 and if you multiply that by five, the amount comes out to be $850.00. If you subtract it, the amount would come out to be $765.00. On the form, the amount requested is $875.00. We should only be funding them for the amount of $765.00 which is after the ten percent.

**Motion:** (Quintana) to make a friendly amendment to change the amount requested to $765.00 for the Spring Conference.

**Motion Carries.** 41:38

### X. Emergency Action Item—American Marketing Association

- The Committee will consider the approval of the Informational Game Night.

VP Menon yields the floor to William Manduriao, the President of AMA.

This Wednesday we are having the Informational Game Night event where we will inform our existing and potential members of the benefits of joining our organization. It is also a game night so it will be interactive and fun. This will be a good opportunity for us to recruit new members for the spring elections. The club does not have a flyer for the event yet. VP Menon states that we can approve the amount requested minus the amount for flyers.

**Motion:** (Quintana) to approve the American Marketing Association for their Informational Game Night in the amount of $129.10 for their food.

Sutrathada asks the president of AMA how long they have been advertising the event. William Manduriao states that they have been advertising for the past two weeks.

ED Saffold states that because the flyer was not included, do we know if the flyer met the requirements that the ASI logo was represented and where have the flyers been advertised? William Manduriao states that the flyers have been posted in the union, the science building, and in the art building. ED Saffold states that he is hearing the application is incomplete due to the fact that the flyers were not included.

VP Menon states that he can argue that the event has already been approved by the advisors it has reached our table, and their event is happening in a couple days from now. I am comfortable with funding the food part of it because of all the right documentation for that, but I am not comfortable funding the advertising part of it because they have not turned in the flyers.

Hebert states that they have found a copy of the flyer on the web, and it does appear to have the proper information presented on it.

Sutrathada states that the flyers say the club is offering free pizza with admission, and asks what the funding for food would go to. William Manduriao states that they have been sponsored by Bronco Billy’s, and the club was hoping to get funding for that.
There was a deal with the owner that if they provided the club with food, we would help them promote their restaurant in return.

VP Menon states that the club is getting $114.00 in terms of pizza and the rest from Safeway. I will call this to a vote at this point.

One approval
Two opposed
One abstention
Motion Fails.

VP Menon states that he can accept another motion to vote on this again.

Motion: (Hebert) to approve the requesting funding of $198.69 to include advertising and food for the AMA Informational Game Night.

One opposed
One abstention
Motion Carries, 50:23

XI. Emergency Action Item – Red Carpet Club

• The Committee will consider the approval of the Luck of the Irish Casino Extravaganza. Christa Mekki speaks on behalf of the Red Carpet Club. According to the discussions via blackboard, they are aware of the addition to the flyer that's missing; the disabilities statement which was just sent out last night. They are working on fixing it. I have the flyer without the disabilities statement, and they are aware that they need to have it in the flyer.

Motion: (Quintana) to approve the Red Carpet Club’s Luck of the Irish Casino Extravaganza in the amount of $626.66

Sutraphada asks how long the club has been advertising. Christa Mekki states that the Facebook page was created last week and they were going to do flyer distribution today. They are planning to do printing to put the flyers up and they are doing invitations.

Motion Carries, 53:54

XII. Emergency Action Item – Indian Student Association

VP Menon states that the committee will consider the approval of the Holi event. Kapish Joshi speaks on behalf of the Indian Student Association. Holi is a celebration of an Indian festival of colors. For this event we want to promote the Indian culture and inform people of what the festival is about. The concept of have the event on a Friday is that we have finals next week, and we thought this would be the best time for everyone to come out and participate and have fun. VP Menon states that there are some items missing on the funding form. We need to address those before we approve the event. VP Menon asks Kapish Joshi what the miscellaneous items were. Kapish Joshi states that those items were decorations. We do not need the full amount requested, but at the time when the club was discussing the amount needed for decorations, we had thought we needed the amount of $180.00. I know that we had to present receipts to ASI, but that had not turned out as planned. I would be grateful if we can be funded for at least $50.00 for simple decorations.
VP Menon states that since we do not have a clear view the breakdown of the amount requested, I would not feel comfortable on approving this. Their numbers need to be changed due to the fact that there were extra amounts requested. VP Menon asks the representative how much the club would like for advertising and printing. Quintana states that the amount for shirts will come out to be $90.00 including the ten percent, $50.00 for flyers, and $540.00 for food. ED Saffold asks if powdered dyes will be thrown out on the field since it is a festival of colors. Kapish Joshi states that they will not be using any powdered dyes or anything of that sort because we don’t want to get that on the grass or ground. We will be using food coloring instead. VP Menon states that the updated total is $675.00. That is the number I would feel comfortable of approving.

Motion: (Quintana) to approve the Indian Student Association’s Holi Event for the amount of $675.00.

One abstention
Motion Carries, 1:04:38

XIII. VP Menon yields the floor to the Catholic Club advisor to speak about the club. Lisa Booker speaks on behalf of the club. Bookers states the President of the club submitted a request on the 23rd of February for a speaker; the speaker is the priest. We have mass on campus weekly. This request was not approved and our student was not contacted. I am here for information of what needs to be done to requests these funds. We are trying to get money for the priest to pay for the upcoming weekly masses. VP Menon states I took a look at this document and the reason for it not including it on the agenda were because the event title said “Catholic Club Meeting”. We don’t fund meetings. ED Saffold states I would categorize a mass as an event because it is open to all East Bay students to attend, whereas a meeting would not be open for anyone to attend. Dharani states that the documents were submitted on the 23rd for an event happening on the 29th. ED Saffold states that there needs to be a twenty-one day advance request for an event, therefore it would not be able to get approved for this quarter. Quintana states that they had requested funds for their event on the 29th, but now they are requesting to get funds for which ever date can get approved. Lisa booker states that the event was written down for the 29th, but that is incorrect. We have done a lot of fundraising, but we have run out of money. We are here to try to get some money to pay for our priest and masses. It costs $100.00 to fund a weekly mass. That money goes to the church of the priest.

Quintana states that this is an appropriate event seeing that it is the Catholic Club and that they have a speaker. Lisa Booker states we want to have everything together and I want my students to make sure that they are aware and do things properly. VP Menon states we have updated our policies and deadlines. We encourage you to note that and inform the club about that as well. Sutrathada states that all of our meetings are open for any member of the public to speak as well as members of clubs and orgs. ED Saffold clarifies that the club cannot be funded for the event happening on the 28th due to the fact that it is not within the twenty-one day advance. They will be able to hold an approved event in the third week of the
spring 2012 quarter. April 18th would be the first time that they could hold their event. VP Menon states the deadline for the club to submit the request would be on April 9th.

XIV. **Emergency Informational Item – Fiscal policies for ASI**
- The Committee will discuss the fiscal policies that the Committee will be creating in the near future. VP Menon states that the committee will be working on fiscal policies that concern the organization’s fiscal situation. I want the committee to do the ground work preparing these policies and vetting it. It will then be turned into internal affairs where it will be pushed to the Board through that official channel. For the policies we need, we have been looking at CSU Long Beach and CSU Fullerton’s fiscal policies to see what they have and figure out which ones apply to us and which ones we don’t have. ED Saffold clarifies that VP Menon will be using the CSU’s to vet what policies are missing. You and I will be working on the policy, not with the group. We will then submit the policy back to the group.

XV. **Emergency Informational item – Policy on funding process for ASI BOD event.**
- The Committee will discuss the details of this policy that the Committee will be creating in the near future.
- The goal of this policy is to streamline the process of planning events held by the ASI Board of Directors.

VP Menon states that he would like the committee to create more standing rules. One would be to increase the available funding limit for spring from $1,000.00 to $1,500.00 if that is okay with the committee. The second rule would be regarding ASI logos on t-shirts. Since there are people interested in it, I would like us to create a rule where we are not going to take that as seriously, or we just won’t look at it. ED Saffold states he would support that. For t-shirts, clubs and orgs have been using the wrong logo, using it in a different format or getting it off of the website. The logo does not need to be on the t-shirt. Our role is to support the students, not advertise our logo. We should give them a little more freedom to do what they choose, just as long as we are on the printed material.

**Motion:** (Quintana) to approve standing rules of the increase in funding from $1,000.00 to $1,500.00 for the spring and to not require clubs and orgs to have the ASI logo on any shirts that are created.

Hebert states the impact of $1,500.00 from $1,000.00 could mean that there are fewer clubs that we are able to support or it’s just more money being spent towards a particular item. I’m not quite sure of the goal that we’re achieving in that increase. For the t-shirts, I agree with Saffold. It is something that we are not enforcing.

VP Menon states that the reason for the increase in funding is that clubs would have more money to essentially work on events and to have more events during the spring. I did mention with the funding limit of $30,000.00 that if we do get requests that are eligible for an amount that is bigger than that; the committee will have the option to look into increasing our limit to something higher than that.
ED Saffold states that a critical missing piece is that this comes with the second half of we would not be funding for summer. Therefore, you’ll have more money to distribute between fall, winter and spring. That can justify the raised amount. We are not setting a limit per quarter.

VP Menon states that this wills allocate money where it is essentially needed the most. In my opinion is doesn’t make sense to put money away for summer quarter when it can be used for fall, winter, or spring, and people would be able to make more use of that money. My-Lan Huynh states that during the freshman orientation, there are many clubs that come out to table to try to recruit members and promote campus life. If we’re to keep funding for summer it would push clubs to think ahead on terms on how to work out their summer money as well as plan events and publicize themselves and build their clubs to capture the incoming freshmen and transfers. I know there is a low usage over summer, but that’s definitely an area that I see can be very beneficial to the clubs.

VP Menon states that he will now call the motion to a vote.

One opposed.

Motion Carries. 1:28:54

Hebert states that minutes for February 27th need to be approved.

XVI. Roundtable Remarks

Hebert: no remarks

My-Lan Huynh: in terms of ASI funding and proposals, I’ve noticed that you done all the different types of documentations. So when students come into the office and they’ve done their program forms and they want ASI funding; should the advisors to give them information or should they be referred to someone else? VP Menon states that the first point of contact should be the advisors since they would know the policies as well. The advisors will be able to provide a little bit of history, and maybe the chair or committee will not be able to provide it. ED Saffold states that if the ASI policies have a change, we should be able to help advisors in explaining the change. If it is the same policy, it would be my expectation that the advisors would be just as much as an expert as the finance committee chair would be. We can make the extra step in making sure that we are in sync with the advisors. The advisors should be the experts on the ASI policies, but if something is changed we need to make sure that they are informed. VP Menon states if it would work with student life, I would like to have a meeting with all of us in the spring to hammer out all the details and make sure everyone is on the same page. If anyone has concerns, we’ll all be on the same page. ED Saffold states the meeting should be before finals since all the clubs an orgs are asking questions as of now for what’s going on this month. They need to know what was just decided.

Saffold: I want to compliment Menon. For the documents I’ve seen, it looks good. He is going to take us in a very good direction; that’s fantastic. I did find the funding reserve
policy for ASI as passed in 2006-2007. We actually found the resolution for the policy, so we didn’t have to take that ding for the audit. We’re going to talk more about the budgetary docs.

My biggest complement is on the survey; 1,000 respondents out of 1,300 is a good return rate. Thank you for the efforts in getting all of those things done. This team will have to help crunch that information; it’s a thousand comments that have come back. We may not read all the comments, but as we plan our budget we really need to understand some of the things that are there.

Sutrathada: I would like to request that in the future we do not entertain the request for approvals for events when they are not complete. I think it’s not an efficient use of our time or theirs. Also, we are not holding them to the standard of being professionals and getting ready to go out in the real world. VP Menon states he agrees. We are going to meet with student life and hammer these out so that we’re all on the same page that if there is anything missing in a document before it gets to the committee, it will simply not go on the agenda.

Wu: none

Dharani: none

Quintana: none

Menon: thanks everyone for a great meeting. It looks like we have a promising Spring quarter ahead. Thank you for your time. This was longer than the usual meetings, but thank you all for being here.

XVII. Adjournment
Motion: () to adjourn the Finance Committee meeting.
Motion Carries.

Finance Committee Chair
Name: VPF Siddharth Menon

Minutes Approved On:
04-16-2012

Date: