Finance Committee Meeting Minutes for April 30th, 2012

I. Call to Order: VP Menon calls meeting to order at **12:08pm**.

II. Roll Call

<table>
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<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tr>
<td>Siddharth Menon</td>
<td>Melanie Sutrathada</td>
<td>Marguerite Hinrichs</td>
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<td>Raheela Dharani</td>
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<td>Randy Saffold</td>
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<td>Qiyun Wu</td>
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<td>Thanh Tran</td>
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<td>Sarah Quintana</td>
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<td>Karen Guzman</td>
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<td>Stan Hebert</td>
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<td>Vincent Arcega</td>
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<td>Kim Castaneda</td>
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<td>Courtney Symonds</td>
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<td>Chinna Ford</td>
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<td>Derek Volk</td>
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<td>Corrie Christine</td>
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<td>Jonathan Stoll</td>
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<td>Frank</td>
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III. Action Item - Approval of the Agenda

Motion: (Dharani) to approve the agenda.
Motion: (Quintana) to amend the agenda.
Amendment I: to include the discussion of the Capitol Budget.
Amendment Carries.
Motion Carries as Amended.

IV. Action Item – Approval of April 23rd, 2012 Minutes

Motion: (Quintana) to approve the **April 23rd, 2012 Minutes**
Motion Carries.

V. Public Comment - None

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.

No Public Comment

"Students working for Students!"
VI. Action Item – The Interested Ladies of LTA, East Bay
   - The Committee will consider the approval of the Black & White Mixer.
Kim Castaneda, treasurer of the Interested Ladies of LTA, states that the event will take place on May 31st in the Bay view Room. Greeks and non-Greeks are invited. The purpose of this event is to bring Greeks and non-Greeks together to socialize and get to know one another as well as build a strong community within the school. We are requesting funding for food and decorations.

Motion: (Dharani) to approve the Interested Ladies of LTA, East Bay for their Black and White Mixer event in the amount of $220.02.
Motion Carries.

VII. Action Item – Construction Management Club
   - The Committee will consider the approval of the Spring Quarter BBQ.
Thanh Tran, President of the Construction Management Club, states that the Spring BBQ is open to everyone on campus. The purpose of the event is to increase collaboration with the Construction Management Club and the Engineering Clubs, also promote awareness and increase the relationship between the two clubs. Our two fields of study can function complementary with one another, as well as promote cohesiveness between the two groups. The BBQ will be held on June 8th. This event will be the Construction Management Club meeting for spring. It will be held in the South Science building, room 213 at 6pm. The event held on May 17th, 2012 is to raise awareness of the Associate Schools of Construction competition held for construction management programing in Nevada. We are trying to gather prospective members to prepare for the competition; it can be anyone from any major. There will be a distribution of t-shirts and pizza. The event will give us publicity and promote student awareness.

Motion: (Wu) to approve the Construction Management Club for their Spring Quarter BBQ event in the amount of $270.00.
Motion Carries.

VIII. Action Item – Construction Management Club
   - The Committee will consider the approval of the Spring Quarter Event.

Motion: (Quintana) to approve the Construction Management Club for their Spring Quarter Event in the amount of $423.00.
Motion Carries.

IX. Action Item – International Students Association
   - The Committee will consider the approval of the WST Conference.
The representative of the International Students Association states that the purpose of this event is to help students prepare for the WST. We are requesting funding for snacks at the event.

Motion: (Quintana) to approve the International Students Association for their WST Conference Event in the amount of $43.96.
Motion Carries.

X. Action Item – Social Justice League

"Students working for Students!"
The Committee will consider the approval of the Suicide Awareness Picnic/Teach-in. BoAe Kim, treasurer of the Social Justice League states that the purpose of this event to promote awareness. Suicide is the fourth leading cause of death of people from ages sixteen to twenty-two. It's a big deal for this population. We will be providing pizza and salad in exchange for donations to promote Suicide Awareness Walk on June 9th. It is an overnight walk in San Francisco.

Motion: (Quintana) to approve the Social Justice League for their Suicide Awareness Picnic/Teach-in in the amount of $621.00.

Motion Carries.

Action Item – American Marketing Association

- The Committee will consider the approval of the Career Sampler.

Karen Guzman, Vice President of the American Marketing Association, states that they are requesting funding for food and flyers. We will be having four professional speakers from the Silicon Valley. The purpose of this event is to give students a chance to speak one-on-one with these professionals and ask questions on the transmission of finishing college and going into the real world and how to obtain a job or internships. This event is open to everyone and it will take place on May 1st from 4:30-6:30pm in the Old Union.

Motion: (Wu) to approve the American Marketing Association for their Career Sampler event in the amount of $226.86.

Motion Carries.

XI. Action Item – Psychology Student's Association

- The Committee will consider the approval of the GRE Prep.

Behan Salamati, President of the Psychology Student Association, states that the club will be requesting funding for the purchasing of waters and the flyers that was generated at Kinko's. The purpose of this event is to prepare students for the GRE Graduate Test. The event was open to everyone and took place on earlier in the day of April 30th, 2012.

Motion: (Wu) to approve the Psychology Student Association for their GRE Prep event in the amount of $39.35.

Motion Carries.

Action Item – Psychology Student's Association

- The Committee will consider the approval of the End of the Year Picnic.

Behan Salamati, president of the Psychology Student Association, states that the club will be requesting funding for pizza from Costco and for the flyers. This is an opportunity for students and the psychology faculty to mingle and this is a nice way to end the year.

Motion: (Quintana) to approve the Psychology student Association for the End of the Year Picnic.

Motion Carries.

Motion: (Wu) to approve the Seed Allocation for the Psychology Student Association for 2011-2012.

Motion Carries.
XII. Action Item – Catholic Club
   - The Committee will consider the approval of the Weekly Mass. Vincent Arciga, president of the Catholic Club states that the club will be requesting funding for speaker fees in regards to the priest that will be coming out; requesting for five Mass events and food that will be split up through the five Mass. It’s open to anyone who goes to Mass.
   Motion: (Wu) to approve the Catholic Club for the Weekly Mass.
   Chair Menon proposes a friendly amendment to change the funding amount to $774.04.
   Wu accepts friendly amendment.
   Motion Carries.

XIII. Action Item – Social Justice League
   - The Committee will consider the approval of the Seed Allocation.
   Motion: (Dharani) to approve the Seed Allocation for Social Justice League for the year 2011-2012
   Motion Carries.

XIV. Action Item – Construction Management Club
   - The Committee will consider the approval of the Seed Allocation.
   Motion: (Quintana) to approve the Seed Allocation for Construction Management Club for 2011-2012.
   Motion Carries.

XV. Action Item – Alpha Phi Omega
   - The Committee will consider the approval of the Seed Allocation.
   Motion: (Dharani) to approve the Seed allocation for the 2011-2012.
   Motion Carries.

XVI. Action Item – Psychology Student’s Association
   - The Committee will consider the approval of the Seed Allocation.
   Motion: (Wu) to approve the Seed Allocation for the Psychology Student Association for 2011-2012.
   Motion Carries.

XVII. Action Item-EP3
   - The committee will consider the approval of the Study Lock Down
   A representative states that reserve a room for ten to twelve hours day, distributing mechanical pencils printed with the event name. Also mentions that this has taken place the previous quarter and was very successful.
   Motion: (Wu) to approve EP3 Study Lock Down event in the amount of $315.00.
   Motion Carries.

"Students working for Students!"
XVIII. Action Item-IIIE

- The committee will consider the approval of the Study Lock Down
  A representative states that this will be another study series, including snacks. This Study Lock Down will take place on June 4th, 2012.
  Motion: (Quintana) to approve IIIE Study Lock Down event in the amount of $286.50.
  Motion Carries

XIX. Action Item-IEEE

- The committee will consider the approval of the Study Lock Down
  Motion: (WU) to approve IEEE Study Lock Down event in the amount of $207.00.
  Motion Carries.

XX. Action Item- SWE

- The committee will consider the approval of the Study Lock Down
  Motion: (Quintana) to approve IEEE Study Lock Down event in the amount of $315.00.
  Motion Carries.

XXI. Action Item- Multimedia Music Box

- The committee will consider the approval of the MMB Spring Conference
  The committee decided to table the funding request of the Multimedia Music Box

XXII. Informational Item- 2012-2013 Capitol Budget Discussion (Session II)

- The committee will discuss the proposed budgets for the ASI Government and ASI
  Programs and Events departments.

Members of the board have joined: Christopher Caldwell, Christopher Prado, Courtney
Symonds, Chinn Ford, Derek Volk, Cesar Lafarga, Parris Moore, Corrie Christine, Frank,
and Jonathan Stoll

Jonathan Stoll highlights the Marketing Budget:

- Inclusive with ASI Presents, ASI Programs, and Concord Campus
- Total expenses 2011-2012: there was an allocation of $588,000.00
- The original request was for $591,000.00
- There is a projection that income will generate 10,000.00 next year than what was
  allocated and expected this year.
- So as a result the total budget requested is less
- Special Events- largest items- events like Spring Fest or Live at Noon
- Increase in requested amounts for this year yet the total budget requested is less
- We are reducing money in other line items
- Looking to bump up services to students
- Salaries-brought on sound engineers
- Significant reduction in employee benefits
- Supplies and services- a lot of these were inflated numbers in the past

"Students working for Students!"
• Providing things such as uniforms and tickets
• Publicity and printing is zeroed off because this is Garvin’s Department
• Funds for advertising KMEL for Spring fest (primarily off campus)
• Contracts-CSC Security
• Fees- Payroll fees
• Travel- Conferences – stopped going to the national conference – still will be attending the regional conference
• Arthur Jenkins full time staff, Jonathan Stoll full time staff member
• Staff Development and Support
  -ASI Street Team- freshman and sophomore students
  -not receiving pay or stipends

ED Saffold briefly goes over the board’s part of the budget:
• The salaries are made up of Sneh’s salary and benefits and her office assistants pay
• Supplies and Services- very similar amounts, down with the original allocations
• Publicity and Printing- business cards for the board
• Fees- Paying paychecks for their professional staff
• In State Travel- stop sending so many people to CHESS but people were sent to Long Beach for a training
• Travel Out of State – reduction: not as many trips scheduled
• Communication- cut the number of cell phones: 3 out of 5 execs have phones
• Scholarships- similar amount budgeted- giving to student organizations
• Stipends-board and committee stipends- up to date proposed Remuneration Policy the board will vote on
• Club Seeding and Funding- reflected at $100,000.00
• Membership and Subscription- membership to the CSSA
• Special Events- Increased this slightly, assuming that we will give the directors special funds to have activities
• Total Expenses estimating $454,563.00 for this year and last year total expenses budgeted was $484,259.00 for a net savings 6.13% down in our requests
• All of this is assuming that we actually make the income- if headcount is down we are not going to do as well. We still need a final head count of students
• Anything left over at the end of year will be going into reserves- reserves are for special needs, operating reserves are for emergencies or construction activities
• About $1.9 million currently in the ASI reserves and 10 million for University Union
• Goal is to get the budget into balance for the current year
• RAW Fee is going up in 2014- mandatory fee increasing so that we can continue to provide the services

The committee discusses the fee increase for the RAW.
VP Menon indicates that he would like to get the thoughts on should we even be apart CSSA for the upcoming academic year. I don’t know what they are doing, I look at it as an organization that is not accomplishing things and now imposing this fee.

Hebert indicates that CSSA is the only way the students can sit on the board of trustees, this is the student’s voice within the California State University System. CHESS is for development for future board leaders.

ED Saffold states that only a significant amount of numbers can be spent on lobbying. Which is 5%? Our purpose is not lobbying our purpose is advocating. He also indicates that there is great reduction in this budget.

EVP Caldwell states that his thoughts are that it really is a valuable organization. It is a valuable experience for students at East Bay to go to in regards to CSSA. He also mentions that CSSA is a good thing and thinks that they still should continue to go. Being that we are student government representatives we don’t want to take out that small advocacy piece by not attending CSSA.

VP Pehrson indicates that she agrees with EVP Caldwell statement. She also mentions being that we are a part of a state system; this would be a good thing to think about when we partake in something like that.

The committee discusses the pros and cons of being a part of CSSA.

VP Menon mentions that for the amount of money being spent on CSSA what are the students really receiving from this besides a discussion.

President Prado indicates that moving away from CSSA would kind of be like devolving student advocacy and not really having formal representation for students. CSSA students can advocate more closely with the CSU Chancellor. There was the issue when the state would not pay for student fees and students were able to advocate.

VP Laluan mentions that CSSA has continued to fail us when it comes to fee increases. It's very strong for us to move out of this organization, but it is a strong way to get the executive staff to consider alternative ways to have an impact.

Director Moore points out that she agrees with VP Pehrson and President Prado points, also indicating that if we are to pull out of CSSA, how are going to reallocate those funds towards advocacy. If most of our budget is on programming and we take the little bit that we do have for advocacy how would that look on ASI's end. Also CHESS gave a lot of insight to students when ASI was sending 40 students and she mentions that a lot of the students after that conference did start taking leadership roles on the campus.

ED Saffold states that he wants the board to have a clear understanding of what the special events tab was; ED Saffold goes over the special events tab and highlights the following:

- Approximately $18,000.00 a year- giving away free scantrons to students
- Holiday Gala- dropped down substantially
- End of year banquet- was $10,000.00 last year was $8,000.00 (scaled down)
- Lunch Box International- don’t know how much we are committed to this
- Catered a lot of listening sessions for the president
- Meet the dean events
15 Different board initiatives with up to $300.00 a piece
Special events- estimated amount projected for spending is $27,660.00

EVP Caldwell mentions that he is really confused why Lunch Box International is a part of the board’s budget. He mentions that someone had made a request for funding for that specific event.

ED Saffold states that the board can make an argument to have Lunch Box International under the original funding process, but as stated previously this was something that he knew nothing about.

ED Saffold also mentions that Mo has informed him that it is time to replace the chairs and tables in the Old University Union they are over 15 years old: ED Saffold highlights the following:
- He has proposed $17,000.00 for tables and chairs replacement
- $6,000.00 for stage and performing lighting kit
- 32x32 dance floor
- Portable events stage
- Recharging stations in both unions
- Point of sale systems to run reports
- More flat panels
- Bring back the idea of approving Orgsync- feels like ASI should partner with the campus and not pay for the whole thing
- Ethernet cords in the University Unions- especially if we are looking at self serving printing station

ED Saffold states that Fe and he will make the adjustments and changes from the input that was given on the budget. Then Combine all of the budgets together into a master budget, make a comparison of the budget on what was allocated for this year and what was spent last year. This budget needs to come in as $100,000.00 less than last year. We need to be cutting out of our budget a $100,000.00 to $150,000.00 each year to settle the debt of the RAW. On the 9th the budget will be submitted to the board for final approval.

Menon thanks everyone for their time and this is a first look of what the board will be looking at in the Board of Directors meeting.

XXIII. Adjournment
Motion: (Menon) to adjourn the meeting at 2:35
Motion Carries.

Minutes Reviewed by:
Finance Committee Chair
Name: EVP Erik Pinlac

Minutes approved on:
11-09-12
Date: