Finance Committee Meeting Minutes of February 28th, 2017

I. CALL TO ORDER at 2:04 PM

II. ROLL CALL

Present: Reza Khorasani, Jahiro Coreas, Crystal Jeffers

Not Present: Martin Castillo, Erik Pinlac, Doris Lagasca, Marguerite Hinrichs

Late: Alexis Lopez, Hendrix Erhahon, and My-Lan Huynh

III. ACTION ITEM - Approval of the Agenda

Motion to approve the agenda of February 28, 2017 by J. Coreas, second by C. Jeffers, motion PASSED.

Motion to amend the agenda to include action item student travel funding for Michelle Fletcher after Unfinished item B by R. Khorasani, second by A. Lopez, motion PASSED.

IV. ACTION ITEM – Approval of the Minutes of February 21st, 2017.

Approval of the Minutes of February 23rd, 2017.

Motion to approve the minutes of February 21, 2017 by C. Jeffers, second by J. Coreas, motion PASSED.

Motion to approve the minutes of February 23, 2017 by C. Jeffers, second by J. Coreas, motion PASSED.

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.

Ken Belangel would like to know how finance optimizes each roll. Would one person be doing more demanding items compared to another member?

John Zamora is speaking on behalf of the Catholic Club, they were originally approved for $800 for their conference in Los Angeles but their car broke down by Visalia and they needed to spend the night at a local hotel. They did get a rental car in order to attend their conference, they returned for the next step. My-Lan who is their advisor, advised them to return to the Finance Committee and tell the committee of their troubles. A member of the catholic club placed the payment on their credit card and they would like to know if there is a possible way to refund the member. R. Khorasani stated the funds can be reimbursed as long as they send him the total value as well as the fees from the rental.

Stephanie Luna would like to state that the communication between the catholic club and the finance committee is horrible, the finance committee does not get back to the catholic club until a couple of days before the event, or the day of the event and it has caused problems with the planning of the event.
VI. UNFINISHED ITEMS:

A. INFORMATION ITEM – Seed Funding Policy
ASI V.P of Finance/CFO Khorasani presented the seed funding policy to the committee. Nothing has changed; it will be uploaded to the website under seed funding policy.

B. ACTION ITEM – HOLI 2017 day funding Limit Increase Request
The Finance Committee discussed increasing the funding limit for the collaborative event of HOLI 2017 day funding request. All of the paper work has been completed and they would like to increase their funding in order to have their event.
Motion to approve the HOLI 2017 funding limit not exceed $1200 by C. Jeffers, second by J. Coreas, motion PASSED.

18:40

C. ACTION ITEM- Student Travel Funding Policy for Michelle Fletcher
Motion to approve funding for Michelle Fletcher not to exceed $610 by C. Jeffers, second by J. Coreas, motion PASSED.

25:15

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – Student Clubs and Organizations Funding Policy Revisions
The Finance Committee discussed necessary revisions to be made to the Club funding policy. H. Erhahon would like to know if there are any concerns from students, R. Khorasani states that there have been no problems that they have heard from.

28:35

VIII. REGULAR ITEMS:

A. DISCUSSION ITEM – Student Funding Comments & Concerns
In this section of the meeting, the Committee heard all comments and concerns that any student may have in regards to ASI Student Funding policies & Procedures. R. Khorasani agrees with the catholic club that the committee has responded late to them so to fix their problem R. Khorasani will be checking the email regularly to make sure everyone is up to date with their correspondence.

29:41

B. ACTION ITEM – Clubs and Organizations Seed Funding Requests
The Finance Committee took action regarding Seed funding requests made by Student Clubs and Organizations.

29:57
C. ACTION ITEM – Clubs and Organizations Funding Requests
The Finance Committee took action regarding funding requests made by Student Clubs and Organizations. One event had t-shirts that promoted their club and not the event so A. Lopez would like them to fix their shirt in order to be within their policy guidelines. A. Lopez is waiting to hear back on the changes that have been made. J. Coreas spoke to a representative of the club and heard back from the changes that have been made. He states the event is ready to be approves. Some requests were deleted due to the fact that other clubs requested for funding for the same event. A. Lopez had trouble resubmitted the funding request so R. Khorasani fixed the problem and reviewed the complete date A. Lopez had to present on the event. If the application is not within timeline they will not be able to approve the funding. The members can always speak to the finance committee about their situation. This club in specific turned their documents later because they had not secured a venue and would not have been approved without the venue so when the venue was finally secured that was when they applied. C. Jeffers had trouble going back in to the request and getting the documents submitted. In order to receive funding before the event the clubs and orgs must apply 21 days prior; to receive the funds after the event the request must be submitted 14 days prior. R. Khorasani does not want the clubs and orgs to request funds from the board if they have been denied by the Finance Committee so he could like the clubs and orgs if denied to return to the finance committee and appeal the denied funds instead. The following clubs are ready to be approved, Black Hill Scholars, TKE, Indian Students Association, Orientation Team, Psi Chi International Honors Society, East Bay Student Nurses Association, Sigma Gamma Rho Society.

D. ACTION ITEM – Vice-Chair Elections
The Finance Committee discussed nominations of a new Vice-Chair. There are two nominees, J. Coreas and A. Lopez. H. Erhahon explained since there are only four members of the committee and the chair cannot vote there will be a problem when electing. J. Coreas retract his nomination as ASI Finance Committee Vice Chair. 
Motion to approve Alexis Lopez as the Vice Chair for Spring Quarter 2017 by C. Jeffers, second by J. Coreas, motion PASSED.

IX. ROUND TABLE REMARKS
H. Erhahon: The board meeting times will be released March 8th for spring quarter. The budget for next year should be an item that is already being discussed.
R. Khorasani: He and Erik Pinlac have come up with a time line and the budget discussion. The budgets will be reviewed by Erik Pinlac. The budgets will be presented to the finance committee. The programming council and special events budget will be discussed during the first reading, the second read will be Senate and Administration budget and it will be on April 11th. The board and marketing will be on April 18th. The next read will be when the action will be taken to approve the budgets. After the budget will be sent to the board, they will take action and it will be set by the end of May.
J. Coreas: Would like to know to whom they should send the candidates applications. The applications for the potential committee members will be sent directly to the personnel committee.
X. ADJOURNMENT at 3:40 PM

Minutes Reviewed by:
VP of Finance/CFO & Chair
Reza Khorasani

Minutes Approved On:
3-28-17
Date: