Finance Committee Special Meeting Minutes April 11th, 2017

I. CALL TO ORDER at 2:04pm

II. ROLL CALL

Present: Reza Khorasani, Jahiro Coreas, Alexis Lopez, Ken Belangel, Erik Pinlac, William Vu, Dioscelenne Tlaterchi

Not Present: Crystal Jeffers, Martin Castillo, Marguerite Hinrichs

Late: Hendrix Erhahon, Doris Lagasca, My-Lan Huynh, and Louie Ramos

III. ACTION ITEM - Approval of the Agenda

Motion to approve the agenda of April 11th, 2017 by J. Coreas, second by K. Belangel, motion PASSED.

IV. ACTION ITEM – Approval of the Minutes of April 4th, 2017

Motion to approve the minutes of April 4th, 2017 by A. Lopez, 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.

L. Ramos asks the committee if there is any more Club Funding left. R. Khorasani answers by stating that the finance committee doesn’t grant anymore funding request. They have about 11 or 12 pending request, but those are the only ones they will fund. If an organization wants to request for funding they will have to go to the board.

4:52

VI. REGULAR ITEMS:

A. DISCUSSION ITEM – Student Funding Comments & Concerns

E. Pinlac thinks that if we push the club funding to the board, the board meeting is going to get really long. He suggests the committee opens it back up and then transfer money into the club funding. R. Khorasani suggests that clubs and organization come to the board meeting tomorrow and make a comment to the board regarding this change. If the board approves to transfer the budget to the club funding then the committee will move forward with the rest of the request. E. Pinlac’s biggest concerns are having a surplus and not being able to fund clubs.

8:44

B. DISCUSSION ITEM – Student Clubs and Organizations Funding Policy Revisions
E. Pinlac wanted to follow up with the committee to see if they looked into other ASI’s to see if their funding policy is any different. The committee came to consensus that they didn’t move forward with that due to being overwhelmed with the budget, possibly within the next 3 or 4 meetings when they’re done with the budget they’ll bring it up again.

10:21

C. DISCUSSION ITEM – Student Travel Scholarship Requests
There is no new student travel scholarship request Anthony Salvato was going to come and present today, but he couldn’t make it. He will appear next finance meeting.

10:40

D. ACTION ITEM – Seed Funding Requests
No new seed funding that the committee has at the moment.

10:45

E. ACTION ITEM – Clubs and Organizations Funding Requests
William Vu is here to present a funding request for the 4th Annual Pre-Medical and Pre-Health Preposition Conference. The event will take place on May 6th from 9am-5pm, and will be free for everyone. The total budget for the event is $5,130.54. The majority of the budget will be going towards food, and the remainder of it will be going towards other stuff such as: info booth signs, table cloths, tables for the keynotes, notebooks, name badges, etc. R. Khorasani’s concern is that the committee only has about $2,000 left in the club funding budget and they still have 13 pending cases. The committee doesn’t have the funds for it now, but the board can potentially do a budget transfer to club funding.

Motion to table this action item to next week by K. Belangel, second by J. Coreas, motion PASSED.

The committee has other funding request they need to approve, but they decided to table it until the end of the meeting.

Motion to table ACTION ITEM E towards the end of the meeting by J. Coreas, second by A. Lopez, motion PASSED.

31:55
1:25:04 (return to action item)

R. Khorasani states that the Board members and students have complained that the Finance committee members do not respond to the clubs and organizations funding requests so the students are not aware if they need to submit more documentation or have or have not been approved. He reminds the members when opening the application or form for the students again, they must email the clubs and orgs to remind them or make them aware of what is going on. There is a concern from a member that there is no documentation on the cost of food. They will need to ask for the menu to see the cost of the food. R. Khorasani asks the committee members to resend the email to those clubs and orgs who have not responded. E. Pinlac states that they are welcome to fund as many clubs they can or they can fund bigger events. There was an email sent out stating the finance committee no longer had funds so the application was closed. R. Khorasani was given the reminder to state what the next options are. The finance
committee will be asking the Board of Directors additional funds to help fund the upcoming events on campus. If and when the funds are approved there will be an email sent out stating the amount of money that was approved and when the application will reopen.

1:47:11

VII. NEW BUSINESS ITEMS:

A. ACTION ITEM – Programming Council Budget Review
R. Khorasani presents the committee with the Programming Council Budget. The approved budget of $5,000 for advertising and promotion last year has been reduced to $4,000 which is a 20% decrease in that category. For special events the budget stayed around the same only causing an 11% increase. Aramark budget has gone up 65%; which puts the total budget for the Programming Council at a 19% increase.

Motion to recommend the Programming Council budget for 2017-2018 to the board by J. Coreas, second by A. Lopez, motion PASSED.

54:24

B. DISCUSSION ITEM – Special Events & Administration Budget Reviews
E. Pinlac sent back Special Events to the Program Coordinator, but there wasn’t enough detail so the Special Events budget will not be presented today. However, E. Pinlac will proceed to present the Administration budget. The overall increase for the Administration Budget is 7.67% which is not a lot but there is an increase in projecting income. E. Pinlac made some changes to the salaries category only adding a cost of living adjustment of 2% for all the staff members. He then goes over a miscellaneous amount of things that is in the administration budget such as: Cost Recovery which is the expenses for having an office. E. Pinlac did want to purchase some new computers due to the office renovation and the estimated expenses for that come out to be $5,000. Special Events budget will be tabled for next week.

1:10:11

C. DISCUSSION ITEM – Senate Budget Reviews
R. Khorasani states that this is a new budget so there aren’t any numbers from before. For supplies and services there are no parking permits for the senators so the plan is to get budgeting for parking permits to accommodate all senators which will cost $3,510. There will be a retreat, a conference and there will be budgeting for lodging, food and other necessary expenses. There will be budgeted funds for speaker fees as well. All the senators will be removed from the board stipends. The main events happen during winter and spring. E. Pinlac suggests having extra funds, just in case some items happen to cost more or in case they decide to have small activities for the students or to move around. The events will be divided by large scale and small scale events to help R. Khorasani. The funds will also be divided by the college senators and by all the senators. The cost of events is high due to Aramark.

1:25:04

VIII. ROUND TABLE REMARKS
K. Belangel: Would like to know when he will be trained for Bay Sync. He cannot stay later, he has
class.

R. Khorasani: He needs to appreciate what the committee members have done.

IX. ADJOURNMENT at **3:53 PM**

Minutes Reviewed by:

**Finance Committee Chair:**
Name: Reza Khorasani

Approved on:

**4-18-17**
Date: