ASI Finance Committee Meeting Minutes January 4, 2018

I. CALL TO ORDER at 4:10 PM

II. ROLL CALL

Present: Ryan Finazzo, Siddarth Valecha, Leticia Gonzales, My-Lan Huynh, Lynn Vu

Late:

Not Present: Erik Pinlac, Doris Lagasca

III. ACTION ITEM - Approval of the Agenda
Motion to approve the agenda by L. Gonzales, second by L. Vu, motion PASSED.

IV. ACTION ITEM - Approval of the Minutes of November 27th, 2017
Motion to approve the minutes of November 27th, 2017 by L. Gonzales, second by S. Valecha, motion PASSED.

V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay. David Khoo, member of the EBNSA, which is the nursing program at East Bay is asking for a reimbursement for an event that was done in Fall Quarter. He wants to know if they can still obtain a reimbursement and if so what the process is. R. Finazzo explains that he will make it an action item for the next meeting to discuss.

3:46

VI. UNFINISHED ITEMS

A. ACTION ITEM - Clubs and Organizations Funding Policy Review
R. Finazzo explains that there were edits on the policy in changing wordings so that it becomes more specific and clear for those who are requesting a fund. Nothing else besides wordings and clarification will be added to the policy.

B. ACTION ITEM – Clubs and Organizations Funding Request
R. Finazzo presents the committee with the two funding requests that are pending while explaining why they can be deferred or denied funding. Peer Mentor Club has requested for funding and they meet the 21 day deadline, R. Finazzo says he has gone over it and that it is ready for approval. This is followed by another funding request from Human Development Club, requesting $812, their event has already passed and this is being resubmitted for reimbursement.

15:17
VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM – Tabling
   R. Finazzo explains that they will be tabling in front of Student Life on Tuesdays after 4pm for an hour, so that they are a resource for students. He asks for the committee to become familiar with policies, and have their laptop available as well. He expects for the committee to be there if they are free, unless they have class or work.

B. DISCUSSION ITEM – Co-Chair Appointment
   R. Finazzo asks for someone to be nominated to hold the Co-Chair. S. Valecha, L. Gonzalez, and L. Vu are all nominated. Co-Chair will be voted on and appointed at the next meeting.

C. INFORMATION ITEM – Expectations
   R. Finazzo elaborates on having to know all policies and becoming very familiar with them because as a committee and individually they are a resource to students. He expects for the committee to attend all meetings and to pay attention during the meetings. He also mentions that he expects for emails to be replied to in a timely manner. He adds that they can revert to pass minutes for reference.

27:30

VIII. SPECIAL REPORTS

A. SPECIAL REPORT – Seed/Conference Funding training
   R. Finazzo will go over the training that the committee will be completing. He explains that the committee will be focusing on the seed and conference funding. He presents those that are pending and an application so that the committee can see how to maneuver around the forms. R. Finazzo also mentions that due to conflict of interest, if one personally knows the applicant one should not be denying or approving the funding request. He presents the google form review sheet that asks for review information from the application which the committee will need to become familiar with so that they can review applications. Applicants will be asking for funding after taxation, total amount should be the one after taxes. R. Finazzo explains the process for the conference funding and what is expected to be filled out from those forms. Once the conference is funded, they should come back to present to the committee or R. Finazzo what they learned while they attended and what they took away from it. Seed funding will also be reviewed by the committee, they also need to be checked regularly. R. Finazzo goes over the application with the committee so that they become familiar with the process of revising seed applications.

1:14

IX. ROUND TABLE REMARKS
No round table remarks.
X. **ADJOURNMENT at 5:25 PM**

Minutes Reviewed by:

**Finance Committee Chair**

Name: Ryan Finazzo

Approved on:

**1-11-18**

Date: