ASI Finance Committee Meeting Minutes November 27, 2017

I. CALL TO ORDER at 2:10 PM

II. ROLL CALL

Present: Ryan Finazzo, Siddharth Valecha, Leticia Gonzalez, My-Lan Huynh

Late:

Not Present: Lynn Vu, Erik Pinlac,

III. ACTION ITEM - Approval of the Agenda
Motion to approve the agenda by S. Valecha, second by L. Gonzalez, motion PASSED.

IV. ACTION ITEM - Approval of the Minutes of May 30th, 2017
Motion to approve the minutes of May 30th, 2017 by S. Valecha, second by L. Gonzalez, 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.
No Public Comment 3:23

VI. UNFINISHED ITEMS
No unfinished items 3:27

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM – Robert’s Rules of Order Overview / Zoom
A. Goelzer presents the finance committee with an overview of Robert’s Rules. A. Goelzer continues to inform the finance committee that Robert’s Rules are used by many government organizations in order to get things done in a quick and efficient manner. A. Goelzer proceeds to state that you must meet quorum to start a meeting; which means that the majority of the committee members must be present. A. Goelzer also states that during these meetings R. Finazzo will go through the agenda, and prior to their meeting a new agenda will be sent out followed by the previous
minutes. **A. Goelzer** explains to each committee member what a motion is and how they are supposed to be used during meetings, **A. Goelzer** also specifies that this is a formal way to make a proposal during meetings. Also, in order for a motion to follow through it must be seconded therefore if no one seconds the motion, “it dies.” Once a motion is seconded it is open for discussion and amendments can be made. **A. Goelzer** educates the finance committee about having a closed session confirming that they will most likely have these when discussing budget related topics.

24:15

**B. DISCUSSION ITEM – Clubs and Organizations Funding Policy Review**

**R. Finazzo** states that if any edits are made to a policy then it is essential for committee members to utilize the “suggesting tab” in order for others to see what is being changed in the document. **R. Finazzo** proceeds to update the committee on the current edits on the Clubs and Organizations Funding Policy document. **R. Finazzo** informs the committee that clubs and organizations have been a little confused on what category their funding is coming out of. Two of the categories they have been having problems with was the Artist & Speaker Coach Fees so **R. Finazzo** is suggesting that they put “Artist-DJ/Speaker/Coach Fees” in order to be informative to the students. That way they understand that DJ goes under that section. Another issue **R. Finazzo** found was in the category “Rentals and Sporting Equipment.” **R. Finazzo** states that students were asking for the copyright/licensing for different films they were going to show to their club and they didn’t understand that it goes under the category “Rentals and Sporting Equipment.” **R. Finazzo** wants to narrow it down to “Film Licensing/Sporting Equipment Rentals” just to specify the type of funding they can get. **R. Finazzo** confirms that this will be an action item during the next finance meeting.

28:38

**C. INFORMATION ITEM – Finance Committee Tabling**

**R. Finazzo** confirms that next quarter they will have 2 hour meetings, and essentially what he wants from them is an hour of tabling on top of that. Tabling will take place in Student Life in order to be there for clubs, students, and anyone who wants funding. **R. Finazzo** proceeds to state that whatever time the Finance committee is supposed to meet Monday or Tuesday they will table the following Wednesday or Thursday during that same time. **R. Finazzo** also informs the committee that they will be focusing on their seed funding applications as well as their travel funding. Therefore, it is required for committee members to review applications for seed funding and travel funding in order to have closure on whether forms need to be resubmitted.

31:12
VIII. SPECIAL REPORTS
There was no special reports.

31:15

IX. ROUND TABLE REMARKS
S. Valecha informs the committee about a TKE fundraiser that is going on. It is $2 for one ticket, $5 for 3 tickets, and $20 for 10. Upon the drawing if they do win students can get a free parking permit for next quarter. S. Valecha confirms that they will be tabling Monday – Thursday from 11:00am to 2:00pm if anyone wants to stop by.
R. Finazzo wants the committee to keep an eye out and constantly check their emails because they will be doing a formal training for the application renewal process come winter quarter. R. Finazzo will also be giving committee members access to the finance committee email. R. Finazzo also addresses that next quarter they will need to start creating a cultural graduation application.

X. ADJOURNMENT at 2:47 PM

Minutes Reviewed by:  
Finance Committee Chair
Name: Ryan Finazzo

Approved on:  
1-4-18
Date: