Finance Committee Meeting Minutes October 23rd 2018

I. CALL TO ORDER at 3:10 PM

II. ROLL CALL

Present: Mahdi Fugfugosh, Anna Badros, Jasmine Graham, Rachael Brandt, Sergio Magana, Myles Watkins

Late:

Not Present: Erik Pinlac, Doris Lagasca

III. ACTION ITEM – Approval of the Agenda

IV. ACTION ITEM – Approval of the Minutes of May 23, 2018

Motion to approve the minutes of May 23, 2018 by S. Magana, second by J. Graham, 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.

M. Watkins welcomes the committee and looks forward to what the committee will accomplish. 03:45

VI. UNFINISHED ITEMS

No Unfinished Items.

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM – Robert’s Rules of Order Overview/Zoom

The ASI Chair of the Board reviewed the basics of Robert’s Rules; ASI VP of Finance went over Zoom as a resource. M. Fugfugosh reviews the way motions should be approved or denied as well as amendments to the motion. 07:13

B. DISCUSSION ITEM – Clubs and Organizations Funding Policy Review/Practice

The Finance Committee reviewed and discussed any changes needed to be made to the Policy, and trained the committee on how to review club funding applications. M. Fugfugosh explained the different forms and applications that are located on BaySync and
the forms the committee will need to review. **M. Fugfugosh** reviews the different ways the clubs and organization funding requests may be denied or deferred including, the flyer: ASI logo, ADA sentence. The deadline which is 14-30 day deadline, when requesting funds they cannot make a profit, it cannot be a meeting, it must be open to the public, and there should always be exact quotes submitted never estimated. **M. Fugfugosh** goes over the review form and how to fill the form as they are reviewing the funding request. **A. Badros** asks if they will be reviewing the forms on their own. **M. Fugfugosh** responds they will be doing it on their own but can work with other committee members or with him.

30:56

C. **DISCUSSION ITEM – Co-Chair Appointment**
   The Finance Committee discussed the appointment of a Co-Chair.
   **Motion** to appoint **Jasmine Graham** as co-chair by **S. Magana**, second by **A. Badros**, motion **PASSED**.

33:15

D. **INFORMATION ITEM – Expectations**
   The Finance Committee discussed the expectations of members. **M. Fugfugosh** would like the committee members to fulfill their duties, review applications, do well in meetings, and work as a team. He reminds them to ask if they have any questions.

34:31

VIII. **SPECIAL REPORTS**
   No Special Reports.

IX. **ROUNDTABLE REMARKS**
   No Roundtable Remarks.

X. **ADJOURNMENT** at **3:44 PM**

Minutes Reviewed by:
**VP of Finance/Committee Chair**
Name: Mahdi Fugfugosh

Approved on:
**11-1-18**
Date: