**FC Committee Meeting Minutes for January 30th, 2012**

1. **Call to Order: VP Menon calls meeting to order at 10:09am**
2. **Roll Call**

Members Present Absent Members Guests

Siddharth Menon Sowmya Karipe

Raheela Dharani Melanie Sutrathada

Qiyun Wu Marguerite Hinrichs

Sarah Quintana

Stan Hebert

Randy Saffold

1. **Approval of the Agenda**

**Motion: (Dharani) to amend the agenda.**

**Amendment I: to move the Philosophy Society to the last Action Item and to add Eastbay Outdoors clubs Funding Requests**

**Amendment I Carries.**

**Motion Carries as Amended**

1. **Approval the Minutes**

**Motion: (Dharani) to approve January 18th, 2012 Minutes.**

**Motion Carries.**

1. **Public Discussion**

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.

1. **Action Item-CSUEB Entrepreneurship Association**

The Committee will consider the approval of the Gubaksh Chahal Speaker event.

ED **Saffold** states that it is possible that if everything is in order with the presentation and you met with. You are perfectly okay with tabling the funding request until a later date. Without the ability for the committee to see the documents I would recommend that the committee tables the funding request.

VP **Menon** states that it can be put out as a vote for the committee. The committee came up with the PowerPoint presentation. Okay so this organization their documents are not on the presentation. This was an event that happened on November 22nd, 2011 between five o clock and six o’ clock. Expected around 250 people at the event he is not sure how many people showed up. This was the only organization that requested funds for this event. They did not require of any security for the event also they did not charge an admissions fee. The amount requested for food is in terms of $450.00 and speaker fees $42.30. Total requested from ASI is $492.30.

ED **Saffold** inquires why the club is asking for the money after the event has taken place. Was their some type of underlying factor to why the club was funded before the event has taken place? I want to make sure that the clubs understand that they don’t get reimbursed for money if you do not ask for money ahead of time. Usually if clubs asks for money after the event they will not be reimbursed, but this is an exception.

VP **Menon** states that he did not have his committee established and that time and the second thing was that they worked on a very short deadline, if I did not work with them they would not have preceded. They asked for funding support 5-6 days before their event date. There was not a committee formed during that time there for the committee will need to be reimbursed. But I was okay in terms of the event. If the committee is okay with this I would take a vote upon it.

**Motion: (Dharani) to approve East Bay Entrepreneurship Association for the event Gubaksh Chahal Speaker Event.**

**Motion Carries.**

1. **Action Item- Health Club Connect**

The Committee will consider the approval of the Summa Conference and also the UCB Leadership Conference.

A Representative named Katharyn Bawblitz from Health Club Connect is requesting funding for the events “Summa Conference at Stanford and also the UCB Leadership Conference”. The representative gives a brief description of the event and the amount of funding that’s needed for the event. Funding for Summa Conference and also the UCB Leadership Conference was as follows:

* Registration (Summa Conference) -$247.50
* UCB Leadership Conference -$39.60
* Total Requested from ASI -$247.50 and $39.60

**Motion: (Quintana) to approve the Funding Request of Health Club Connect in the amount of $247.50 for the event “Summa Conference”.**

 **Motion Carries.**

 **Motion: (Quintana) to approve the Funding Request of Health Club Connect in the amount of $39.50 for the event UCB Leadership.**

1. **Action Item-M.E.C.H.A**

The committee will consider the approval of the M.E.C.H.A T-shirts.

A Representative named Monica Nunez from M.E.C.H.A is requesting funding for “2 dozen M.E.C.H.A T-shirts”. The representative gives a brief description of the T-shirts and the amount of funding that’s needed for the event. Funding for M.E.C.H.A T-shirts was as follows:

ED **Saffold** states the fact that the club is acknowledging Associated Students Inc. is enough, whether or not the committee is going to worry about t-shirts it should just become a non-fundable item, rather telling clubs how the T-shirts should be. We are relaxing this in the future and this would be a recommendation to the committee to take a look at in the Bylaws.

* M.E.C.H.A T-shirts -$229.64
* Total Requested From ASI -$229.64

**Motion: (Quintana) to approve the Funding Request of M.E.C.H.A in the amount of $229.64 for the “M.E.C.H.A T-shirts”.**

 **Motion Carries.**

1. **Action Item- Afghan Student Association**The Committee will consider the approval of the ASA Panel Discussion event.

A Representative named Nylofer Rahim from Afghan Student Association is requesting funding for “ASA Panel Discussion event”. The representative gives a brief description of the event “ASA Panel Discussion” in which they expect 50 students all over to attend. This is the first event of the year for the club. Funding for Afghan Student Association was as follows:

* Food -$191.18
* Total Requested From ASI -$191.18

**Motion: (Quintana) to approve the Funding Request of Afghan Student Association in the amount of $191.18 for the “ASA Panel Discussion”.**

**1 Abstention by Stan Hebert.**

 **Motion Carries.**

1. **Action Item- Chinese Student Union**

The Committee will consider the approval of the Game Night Event

A Representative from Chinese Student Union is requesting funding for “Game Night Event”. The representative gives a brief description of the event “Game Night Event”. Funding for Chinese Student Union was as follows:

* Flyers -$90.00
* Food -$225.00
* Plates/Cups -$54.00
* Total Requested From ASI -$369.00

**Motion: (Wu) to approve the Funding Request of Chinese Student Union in the amount of $369.00 for the “Game Night Event”.**

 **Motion Carries.**

1. **Action Item- Beta Alpha Psi**

The Committee will consider the approval of the CPA Review Seminar

A representative named Moriah Pierce from Beta Alpha Psi is requesting funding for “CPA Review Seminar”. There were about forty people that attended the event. The representative gives a brief description of the event “CPA Review Seminar” Funding for Beta Alpha Psi was as follows:

* Food -$148.01
* Parking Permits -$36.00
* Total Requested From ASI -$184.01

**Motion: (Quintana) to approve the Funding Request of Beta Alpha Psi in the amount of $184.01 for the “CPA Review Seminar”.**

**Motion Carries.**

1. **Action Item- Stance Dance Team**

The Committee will consider the approval for Benefit Concert event.

A representative named Aaron Pratt from Stance Dance Team is requesting funding for the “Benefit Concert” event. It will take place in the University Union with proceeds going to the Boys and Girls Club America. There will be various artist performing, dance teams, along with DJ Upgrade. The representative gives a brief description of the event “Benefit Concert.” Funding for Stance Dane Team was as follows.

* Advertising/Printing -$135.00
* Food -$67.50
* Security -$202.50
* Building -$292.50
* Other -$670.50
* Total Requested From ASI -$1000.00

**Motion: (Quintana) to approve the Funding Request of Stance Dance Team in the amount of $1000.00 for the “Benefit Concert”.**

**Motion Carries.**

1. **Action Item- Stance Dance Team**

The Committee will consider the approval for Seed Allocation

ED **Saffold** states that per discussion with Marguerite Hinrichs from Student Life and Leadership there will be a switch that every group, every year, and every quarter, only new clubs and organizations will be receiving Annual Seed Allocations in the amount of $150.00. Currently the funds are for promotion of a club/org beginning and also to boost their members. Through fund raising the year prior the club will have funds in their account. Beginning next year only new clubs/orgs will be getting Annual Seed Allocations in which it will boost back up to $150.00. But clubs are still available to request $100.00 for Annual Seed Allocation for the remainder of the year.

The Representative Aaron Pratt states that Stance is a mix of two words for step and dance, we have performed at every spring fest so far, and we have done homecomings along with eclectic pulse. Numerous athletic events, events for ASI, and just asked to do a video for Too Short. This clubs third year on-campus.

**Motion: (Wu) to approve the Annual Seed Allocation for Stance Dance Team 2011-2012.**

**Motion Carries.**

1. **Action Item- Ballet Folklorico**

The committee will consider the approval for Seed Allocation.

A representative named Janet Ramirez from Ballet Folklorico is requesting Annual Seed Allocation. The club is a Mexican style of dancing in which the club started last week. They are asking for the allocation so that they can start fund raising for accessories and other clothing items. The representative has been active for four years and there are 13 members in the club. She states that she noticed that there was not a Ballet Folklorico dance club here on campus and that’s why she decided to start one.

ED **Saffold** at my former institution the Folklorico group was phenomenal and I actually miss them. They were asked to perform at city hall events. There is high potential to do great things at East bay. Also inform the club that the Annual Seed Allocation is just to start the club, if more funding is needed for activities funding requests are required.

We have been having interesting things happen with advisors. The advisors are there to help the club find the direction that they would like to go in, advisor does not lead the club, and the students lead the club. If the student does not want the Spanish name find another advisor that will not make you keep the name. Advisors are there to help make sure clubs are interpreting rules and policies correctly and make sure you’re staying within the guidelines that you meeting the mission of the campus. We want the advisors running the club we want club members running the club.

**Motion: (Quintana) to approve the Annual Seed Allocation for Ballet Folklorico in 2011-2012.
Motion Carries.**

1. **Action Item- Collegiate Music Educators Nation Conference Organization**

The committee will consider the approval for the Seed Allocation

The club was scheduled to be here at the finance committee meeting today, but no one is able to attend. The club sent an email out to the VP of Finance Siddharth Menon.

Requests for the Annual Seed Allocation is for flyers and club t-shirts, they are a fairly new club on campus. The national chapters on campus are still recognized student organizations.

**Hebert** states if this is a chapter within a national organization or if the title is focusing on a particular conference coming up or a conference of music educators or an infinity name for students interesting in teaching music.

VP **Menon** states that he believes the organization name is the full name, the email that I received indicate the full name of the organization.

ED **Saffold** if we needed more clarification this would be the kind of thing that would be tabled for clarification.

**Hebert** states that information on their membership, any updates on their current status. Like how many members they currently have.

VP **Menon** states he has not had a chance to speak to the organization

ED **Saffold** states that Marguerite Hinrichs is out today. She would be best to give information about the organization.

**Hebert** asks if the message request that they will be able to present at a following meeting

ED **Saffold** states that what can be done is a provisional approval based on the condition that they satisfied that they are a registered student organization. The Committee can give you permission to make it a yes if it proves that they are registered. If those conditions are not met than they would not be approved for the specific funding request.

VP **Menon** states that if the committee is comfortable we can do a possible endorsement, and if not than we can just table it until the next committee meeting.

**Motion: (Hebert) to approve for provisional Annual Seed Allocation for the Collegiate Music Educators Nation Conference Organization.**

**Amendment I: (Hebert) to make the condition to approve the Annual Seed Allocation request pending the chairs final review of their eligibility.**

**Amendment I Carries.
Motion Carries as Amended.**

1. **Action Item- East Bay Outdoors**

The Committee will consider the approval for Seed Allocation.

A representative named Mark Weisbecker from East Bay Outdoors states their organization is a fairly new one. Our goal is basically to get students interested in the outdoors. Our seed allocation is for the club to get started and have the base money to conduct events and get the word out. The club formed last quarter and got the recognition from student life last quarter. There were hiking trips last quarter, and a few have also been done this quarter. There are roughly 30 people involved in the club and the club sends out emails to about 137 students.

**Hebert** states that this is an exciting new addition to the club family. Happy that you are able to get things started for fall. Glad to hear that it’s growing with such strong numbers. Outdoor activities have always been something that students have always engaged in but to have a club designated for this is excellent.

ED **Saffold** states that the club should speak to Krista Smith in the recreation center, outdoor recreational equipment may be available to assist the club in some of their outdoor activities.

**Motion: (Quintana) to approve the Annual Seed Allocation for 2011-2012 for Eastbay Outdoors**

**Motion Carries.**

1. **Action Item – East Bay Outdoors**

The Committee will consider the approval for East Bay Outdoors event.

A representative named Mark Weisbecker from East Bay Outdoors is requesting funding for the “East Bay Outdoors Winter BBQ” event. The event will take place inside the Warren Hall picnic area on the Friday, February 3rd, 2012 and will take place from 12pm to 4pm. They expect around fifty people to show up. The event will consist of a hike, workshops, and the BBQ itself. The representative gives a brief description of the event “East Bay Outdoors Winter BBQ.” Funding for East Bay Outdoors was as follows.

* Food -$230.00
* Total Requested From ASI -$230.00

**Motion: (Quintana) to approve the Funding Request of East Bay Outdoors in the amount of $230.00 for the “East Bay Outdoors Winter BBQ”.**

**Motion Carries.**

1. **Action item- Philosophy Society**

The Committee will consider the approval of the Excuses for Apologists event

VP **Menon** phones in the representative for the Philosophy Society for the brief description of the event. The club meets for about 3 times a quarter in regards to different issues, also the club will go across the campus on a certain topic that may be relevant. Sometimes there are guess speakers that come lecture. The representative named Jamin Pursell gives a brief description of the event “Excuses for Apologists” discussing the topic is it okay to dismiss other actions of people, the meeting ran for an hour and a half. There were about 15 people, in which pizza was purchased and served to the people that came. The representative was the speaker for the event. This is the first event of the year for the club. Funding for Philosophy Society was as follows:

ED **Saffold** states that it is not ASI usual practice to fund events but there are a few clubs/organizations that had events and their paper work wasn’t processed in time for their event due to the committee not being formed.

**Quintana** states that when people expects forty people and request money for the amount of people they thought that would show up and instead a lesser amount of people show up what happens with this.

ED **Saffold** states that this is the best estimated guess when it comes to food. Groups will not be penalized for the amount of people they intended on showing up to a specific event.
**Motion: (Dharani) to approve the Philosophy Society for the event “Excuses for Apologists”.**

**Motion Carries**.

* Food -$98.65
* Total Requested From ASI -$98.65
1. **Informational Item- Finance Committee Resolution**

VP **Menon** states that there is a resolution for the Finance Committee and essentially what this resolution is an acknowledgement for 2011-2012 is operating on a different deadline basis for the current finance policy. The resolution talks about the current finance deadline. VP Menon reads through the resolution and highlights the following:

WHEREAS, The Associated Students Incorporated (ASI) of the California State University, East Bay (CSU East Bay) is the single recognized voice of the students of this campus; and

WHEREAS, The mission of ASI at CSU East Bay is to represent and advocate on behalf of the interests, needs, and concerns of our very diverse and dynamic student body, providing them with the services and resources to supplement and support their college experience[[1]](#footnote-1); and

WHEREAS, A funding request deadline change is recommended for clubs and organizations of the CSU East Bay campus to better facilitate submission of requests in a timely manner, and

WHEREAS. We recommend that all clubs and organizations requesting funds for events scheduled between week three or four of the quarter have their funding requests submitted no later than the first Friday of the new quarter, and funding requests for events scheduled for the remainder of the quarter be submitted no later than the third Friday, and

WHEREAS, The funding request deadline needs an amendment for the current policy to accommodate the student clubs and organizations of the CSU East Bay campus to create a more efficient processing system and better planned events, therefore be it

RESOLVED, That the ASI Finance Committee recommends the new funding deadline for CSU East Bay be adopted.

* All clubs/orgs that are planning for their event between week three and week four their deadline will be week 1 to submit funding request.
* All clubs/orgs that are planning for their event between weeks five through ten their deadline will be the Friday of week three.
* Approval for execution of the East Bay Funding Deadline.

-VP Menon reads to the committee members.

* For Winter 2012 recommended a new way for requesting the deadline clubs/orgs
* The recommendation be submitted to the Board of Directors for confirmation
* The committee will be looking at if this work for students better
* Get paperwork handled faster and groups funded faster
* Quintana how do they have the event if it’s at the beginning of the quarter
* VP **Menon** states that it will be a two week period due to the change just being implemented in Winter Quarter 2012
* Ed **Saffold** once the committee gives the sign off of the groups events taking place, so in the new order that is coming with organizations, once this committee gives the sign off this event will take place. What used to happen it would go over to ASI would then have to generate check requests, those checks took a little while to process. So we wanted to make sure we had enough time to get the paperwork finalized then get it sent over to accounting get the checks back, call the group in to come and get their checks. Go over it one week to deliberate, one week for checks to be cut.
* The new way once that masters list goes to Marguerite she would inform the clubs/orgs on when they may go to the cashier’s office to get their funding. Either an advance or they have permission to spend a specific amount and then bring receipts and get reimbursed.
* The time lead time has gone way down, the new system will prove to be so much more efficient and could stop here, so that means this may be okay.
* VP **Menon** states that essentially no events will happen between week 1 and week 2, with this new way implement.
* The idea of having documents turned in early was to deal with our existing processing. That was one intended benefit. To have roster item list these are the events that ASI will be funding this quarter, with the new model or format going into it should be a lot cleaner.
* **Dharani** states that would this also list all the events in at which point we don’t have enough funds.
* ED **Saffold** states that what’s going to happen is if everything is due by week three. Now the committed will have the opportunity to see the total amount of club funding beforehand. The committees will have more time to decide on who will get funding. One of the discussions was on why the club has to contribute 10%. The committee can make decisions based on the need of the clubs/orgs. The peers are really making the decision on how much and who gets funding. It’s not going to always be on a first come first serve basis, it may be a merit base. May make different decisions on how you want to allocate the money.
* VP **Menon** states that he would be presenting the 10% rule to the committee when we will be looking at the policy recommending it to the board for next year. Is it necessary to keep the ten percent clause in the policy, the way that I see things is intended to give some amount of accountability. There was a feeling that we don’t want to be treated as a bank. Being that the club will put in 10% of their funding while ASI does 90%. The fact of the matter is a lot of these groups don’t have big balances in their account and a lot of their events are really not even large events. Which it doesn’t make sense to say the groups have to put in 10% for such small funding. Another thing is by actively look at the amount of requests that we have then starting to look at the ones that are going to benefit the students the most. You are actually doing a lot better and also helping promote events that truly need exposure.
* ED **Saffold** states that right now we are so light in request with funds; we have room to be flexible. There should be a minimum of $25,000.00 giving out each quarter. If you have only giving out $10,000.00 and you know you have another fifteen to spend, the committee can then discuss if they would like to open up for another round. I don’t want you guys feeling like you are locked in, we want student activities taking place on-campus. We do not want to be a limiter, if we find that this isn’t working there can be changes made or you may start writing that into the resolution. The committee recognizes funds will be giving out in another round. This is just something for the committee to think about.
* **Dharani** mentions that we should add to the resolutions that there will not be funding available week one and two of each quarter.
* VP **Menon** states that yes this can be done before it is submitted to the Board.
* ED **Saffold** states the balances transferred over last week. I actually have one that I could have brought, but there can be one printed before every club meeting. The question will be how much money does clubs have in their account to inform the committee of what their stance is.
* VP **Menon** states that I don’t think we reached the $25,000.00 barrier that we hoped for in funding requests this quarter as of now. If any committee member wants to send out emails to club/orgs leaders indicating that we are still accepting funding requests. Quintana states that she can do this.
* ED **Saffold** states that what I saw the previous year in which I worked with Stan Hebert for the first time how they came in, 15 at a time spreading all through the quarter. There will be things changed, and has to be possibly a time where we rule through this. Is there any danger you see doing a special thing stating that during this one time we are doing this because we have not allocated all the funds we are opening it up. I don’t know if that is hurtful or helpful.
* **Hebert** states that it is always helpful to keep our student clubs/orgs and members aware of the status of available resources and other opportunities also we want to make sure that you are clear on what you have to allocate so that you can respond openly when the question comes up. It’s a great opportunity to encourage dialog and participation. Better to have members send someone to a Finance Committee Meeting. So that it’s not just about giving money to the clubs/ orgs. Because you have really done a lot of work not only to help make the finance process something that not only helpful for ongoing clubs and orgs but developmental for new clubs/orgs. The message may stimulate immediate interests but they may also think about something that they can do for the spring with another club or organization that can be a little bigger.
* Ed **Saffold** states that the clubs will not have to come get the funds now but we do know that spring time is the biggest time of the year when it comes to funding. They don’t have to spend the money what you are doing is causing them to be more thoughtful. We may have more money to give in spring and if ASI doesn’t want to use it all we can use it for other activities or events for students. For example, PEMSA. It gives this committee more room to still serve students.
* The committee is still accepting documents for events that club/orgs would like to have this quarter
* **Hebert** states that this may be a good opportunity to connect with Melanie Sutrathada ASI Director of Public relations, she has some ideas and thoughts about encouraging student participation, Mark had mentioned the social media in which that always is a good avenue, however if you can get pioneer either the web TV pioneer to be a part of that about finance looking forward to that, it’s a bigger topic, advisors will be able to read it, you can always reference an article like that in you various social media and email follow up.
* ED **Saffold** states that another thing that can happen with this money as well also the board is looking to do some outreach and activities for students. The board only set aside 18,000.00 for x amount of events. We can be very creative when it comes to allocating the funds. Marguerite’s team can plan some things they want to do and partner up with ASI.
* VP **Menon** states that he likes those ideas giving that a few board members asked him if they can do a certain event. He wasn’t sure if was able to still do that giving the budget at hand. Would the committee recommend using different channels pioneer, email, and the board? We have extra funds that we can use for initiatives for students.
* ED **Saffold** states that the decision doesn’t have to be made now. We can ask students what they would like to see towards that piece we talked about. This may be that we reduce student funding because they are not coming through but they want to see various things. We pull more of the money towards that; the committee doesn’t have to make the decision today. I would love to hear Marguerite’s opinion on this before the committee makes a decision on this type of thing.
* **Quintana** states we are not saying in spring a clubs budget increases, we are not saying that right? There are two ways we can look at this either number of requests that are approved the amount per event can increase. Not for this quarter, but for spring quarter yes.
* **Dharani** states that originally we were talking about funding programs or graduation ceremonies, if there’s money left over we can possibly help fund those programs.
* **VP Menon** states that I believe that the issue last year was correction of the principle, should we be funding not can we fund.
* ED **Saffold** states that the decision should up to the students, if the students want to use their funds to support graduation ceremonies. Who is ASI to say no they can’t do this. The students should spend their funds the way that they want to spend them. The student groups should not be taken advantage of departments by creating a false club to get their graduation paid for. But if the students as a whole are stating that need assistance for graduation ceremonies, it’s their money so they can decide on it.
* In regards to the pioneer are we going to put out the calendar and events that ASI is having. WE can also work with them to decide what information we want on the Pioneer Web TV also.
* ED **Saffold** states that activities that are going on should be done through Face book posts and press releases. We would be working partners with others; we want to make it more of a Gala, making sure that we are educating students of the activities. We would have more money to things like help with homecoming; its still will be done in the spirit of the students.
1. **Roundtable Remarks**

**Saffold:** states that he would like to encourage the group to get with VP Menon as he is trying to be informed on the new process of what happens to funding. This is a great time for more productivity and speed for student club/orgs. Clarity on how we work with advisors it will be a great thing once we are finished.

**VP Menon**: states that I have worked with Pritesh to tidy up our ASI page, as you know it was really hard for clubs/orgs to know where they needed to go. Don’t think a lot of people would like a three step process. When people land on the page the first thing they will see is club/org funding.

**VP Menon** goes over the page with committee. Frequently asked questions section. The idea is once people click they should see question. It will be on a clickable model. Also working with Kevin on the student life website.

1. **Adjournment**

**Motion: to adjourn the Finance Committee meeting at 12:02pm.**

**Motion Carries.**

**Finance Committee Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: VPF Siddharth Menon**

 **Minutes Approved On:**

 02/08/12

 **Date**

1. [↑](#footnote-ref-1)