**Finance Committee Meeting Minutes for February 13th, 2012**

1. Call to order: Vice Chair **Dharani** calls the Finance Committee meeting to order at **11:36am.**

\*indicates member present at the start of the meeting.

1. **Roll Call**

Present Members Absent Members Guests

\*Siddharth Menon Janie Tess Soriano

\*Raheela Dharani Mindy Le

\*Qiyun Wu Adriana Zuniga

\*Sarah Quintana Matina Duong

\*Stan Hebert Trina Tran

\*Marguerite Hinrichs Mariah Arano

\*Randy Saffold Antonio Jackson

\*Melanie Sutrathada Israel Mejia

 Zamil Alzamil

 Anne Bastlett

1. **Action Item -** Approval of the Agenda

**Motion: (Wu) to approve the agenda.**

**Motion: (Quintana) to make a friendly amendment to the agenda.**

**Amendment I: to change bi-weekly meeting to meeting.**

**Amendment II: to change the meeting day Wednesday to Monday.**

**Amendment III: to move Health Connect to the first club.**

**Amendment IV: to correct the swapping of Nursing Hayward and Concord events on the agenda.**

**Amendment V: to add QSA’s Pink Party to the end.**

**Amendment VI: to push the Institute of Industrial Engineering to the end.**

**Amendment VII: to remove the action item resolution from the agenda.**

**Motion Carries as Amended.**

1. **Action Item -** Approval of the Minutes – February 8th 2012

**Motion: (Wu) to approve February 8th, 2012 Minutes.**

**Motion: (Quintana) to make a friendly amendment.**

**Amendment I: Melanie Sutrathada to be moved to the Members Presents.**

**Amendment II: Marguerite Hinrichs is present, not absent.**

**Motion Carries as Amended.**

1. PUBLIC COMMENT - None

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 – Health Connect**

The Committee will consider the approval of the of the *AMSA 62nd National Convention.*

Mindy Le speaks on behalf of the CSUEB Health Connect Club. She is the coordinator of the club. Le states that the convention will take place from March eighth to the eleventh. Funding for Health Connect was as follows:

* ASMA 62nd National Convention -$188.10
* Total Requested from ASI -$188.10

**Motion: (Quintana) to approve the CSUEB Health Connect Club and the 62nd National Convention for $188.10.**

**Hebert** suggests that Le describe the expense. Le states the expense went towards the registration fee.

**Motion Carries.**

1. **Action Item – Kin Club**

The Committee will consider the approval of the *CAHPERD State Conference.*

Trina Tran speaks on behalf of the Kin Club. The CAHPERD State Conference is held in Pasadena. A few of our professors here at East Bay will be presenting there in the field of Kinesiology. I am also one of the kinesiology students who will be attending the conference. Matina Doung, another representative of the Kin Club, states this expense is for registration purposes. We are sending seven students to attend the conference. Funding for Kin Club as follows:

* Registration Fee -$ 45.00
* Total Requested from ASI -$283.50

**Motion: (Quintana) to approve the CAHPERD State Conference for the Kin Club in the amount of $283.50.**

**Motion Carries.**

1. **Action Item – Kin Club**

The committee will consider the approval of the *ACSM Annual Meeting.*

Trina Tran states that the ACSM Annual Meeting is a conference like the CAHPERD

Conference, except this one is held in San Francisco and will be held in March. It’s more focused on nutrition and wellness in the Kinesiology field. Matina Doung states the registration fee is $45.00, and we are sending five people there. Funding for Kin Club as follows:

* Registration Fee -$ 45.00
* Total Requested from ASI -$202.50

**Motion: (Quintana) to approve the Kin Club’s ACSM Annual Meeting in the amount of**

**$202.50.**

**Motion Carries.**

1. **Action Item – Multimedia Music Box**

The Committee will consider the approval of the *Winter Concert*.

Malia, the Vice President of the Multimedia Music Box club states that the Winter Concert will be March 2nd and will take place from 7pm-9pm in the Music Building. We’re expecting about seventy-five people to come. Most of our expenses will be from advertisement which will be the flyers. The flyers will be in color and black and white. We’re estimating about 150 black and white flyers and thirty color flyers, both of which will be $13.50. We will

also have food expenses because we plan on having a reception afterwards. In total, it will be $243.04. Funding for Multimedia Music Box as follows:

* 150 Black and white flyers -$ 13.50
* 30 color flyers -$ 13.50
* Total Requested from ASI -$243.04

**Motion: (Wu) to approve the Multimedia Music Box Winter Concert event in the amount of $243.04.**

**Hebert** suggests that Vice President of the club describe the Winter Concert. The Vice President states that the club makes their own arrangements of songs from genres like anime, Japanese culture, and movie soundtracks as well. We don’t charge anything for our concerts; it’s completely free. All of the officers of the clubs are music majors. On this concert we have a Lord of the Rings arrangement, a Mario medley, and about four to five other songs on there as well.

**Motion Carries.**

1. **Action Item – Multimedia Music Box**

The Committee will consider the approval of the *John William Movie Night.*

Malia states that this one of our educational type of events we like put on. It’s something that we started this year. It will take place on March 16th. We still have not found a location to do this. Last quarter we tried to reserve the Bay Room but there was a scheduled power outage that conflicted with it. We expect about fifteen people, and flyers and food is our expenses. We will have 100 black and white flyers and twenty colored flyers which will be $9.00 each. Food will be about $77.07. The total will come out to be $95.07. As a club, we vote on movies that specific composers have composed for that movie. This time we will be doing John Williams. We play the first movie, and in between the movies we give background information about the composer and where you can hear their music in the movie and other movies they have done. We try to show a common movie the composer has done, and one that people aren’t aware of. For this movie night we will be showing Jurassic Park and Artificial Intelligence. They are both pre-owned and non-pirated. Funding for Multimedia

Music Box as follows:

* 100 black and white flyers -$ 9.00
* 20 colored flyers -$ 9.00
* Food -$77.00
* Total Requested from ASI -$95.07

**Motion: (Wu) to approve the John William Movie Night by the Multimedia Music Box Club.**

**Motion Carries.**

1. **Action Item –** **Circle K International**

The Committee will consider the approval of *District Convention.*

Adriana Zuniga, the secretary of Circle K Club International states that we are trying to go to the District Convention in Woodland Hills from the weekend of March 23rd-25th. We’re expecting to have seven people attending. The expenses will come from the registration fees for the seven people, and we’re asking for $806.40.

**Quintana** states that she spoke Vigil of Circle K and she said she wanted to change the number to nine people expected. She also requested the amount of $1036.80. **Quintana** suggests that we approve them for $875.00. Funding for Circle K International as follows:

* District Convention -$1036.80
* Total Requested from ASI -$ 875.00

**Motion: (Quintana) to approve Circle K International for the District Convention in the amount of $875.00.**

Adriana Zuniga explains that in this convention is for all the chapters in California, Nevada, and Hawaii of Circle K to get together. There are workshops, there’s a dance, and awards are

given out. We’ve won quite a few awards in the last few years. The expense is just for registration. We are paying for everything else.

**Motion Carries.**

1. **Action Item –** **Public Relations Student Society**

The Committee will consider the approval *PRSSA Conference*.

Anne Bastlett, President of PRSSA, states that PRSSA requesting funding for their Conference which will take place in San Diego. It will take place the weekend of April 7th from 12pm-4pm. We are expecting twenty people to go. The registration amounts to $229.50. The conference is about Sports PR. Many of our members are interested in sports. We’ll meet with different chapters, and we’ll hear people talk about Sports PR. Funding for PRSSA as follows:

* PRSSA Conference Registration -$229.50
* Total Requested from ASI -$229.50

**Motion: (Quintana) to approve the Public Relations Student Society PRSSA Conference in the amount of $229.50.**

**Hebert** asks Bastlett if this is a regional or national conference. Bastlett states that it is a regional conference because it is just California chapters going.

Abstention made by **Dharani.**

**Motion Carries.**

1. **Action Item– EBSNA (Hayward)**

The Committee will consider the approval of *Nursing Pinning Ceremony*.

Janie Soriano speaks on behalf of the EBSNA Hayward. Soriano states that EBSNA is requesting funding for $500.00 for our Nursing Pinning Ceremony on March 24rd, in the multipurpose room. Funding for ESBNA (Hayward) as follows:

* Nursing Pinning Ceremony -$500.00
* Total Requested from ASI -$500.00

**Motion: (Wu) to approve the Nursing Pinning Ceremony by EBSNA (Hayward) for the funding request of $500.00.**

**Hebert** asks Soriano how many students all together will be a part of the ceremony. Soriano states that fifteen students were invited, but they do not have to go. Soriano also states that this is not a graduation ceremony, and students and faculty acknowledge that this is not a graduation ceremony. It’s just a tradition ceremony that we do annually. We also do a nursing oath, and the people who pin the students are people who they feel is special to them. It’s mainly for the students. It’s not mandatory for the faculty to go, but they are welcome to.

**Motion Carries.**

1. **Action Item –** **EBSNA (Concord)**

The Committee will consider the approval *Zen Den.*

Laura, a representative from the EBSNA (Concord) states that they plan on having an activity on the last day of classes. It’s going to be about relaxation and having fun. At the Concord campus we don’t get many opportunities to socialize so it’s a good opportunity for everybody to get together. We have contacts through our EBSNA Board Members with a massage therapy and beauty school, and we plan on having them come since they need to get

a certain amount of hours as a requirement. Our deal with them is that we are going to make

a donation to the school. They will be giving massages by hand. This event is all about relaxation and we want to have a meal. We want to give everybody the opportunity get together.

VP **Menon** asks if this is the first time that EBSNA has had an event of this sort before and asks to introduce who the speakers are. Laura states that we haven’t had an activity exactly like this before. We don’t really have many events on campus. EBSNA is really the only organization that puts on activities. We try to have one activity per quarter. We’ve had activities similar to this event, but with different themes. I didn’t know where to put the

speakers when I filled out the form, but speaker fees are the school’s donations and there is detailed information on the second page. Our main goal is to give students an opportunity to interact with one another and enjoy each other’s company because we don’t get a lot of that at Concord. This is all about giving everyone a reason to come. We’re trying to make the event fun and appealing. We don’t have a speaker, but when I put that on the budget, it is referring to the massage therapy school and the cosmetology school that are coming. VP **Menon** replies to Laura and states that EBSNA (Concord) has requested $1200, but $1000 would be the limit that we can grant for your club. You have met the ten percent requirement with your $1200 figure, but the limit would be $1000. Laura states that they are aware of that. Our organization has funds available to cover the difference. The members in our area

are willing to help us out. We do have the funds to cover it, and we are also pretty good at lowering our expenses through the process of planning activities. Funding for EBSNA (Concord) as follows:

* Zen Den Event -$1200
* Total Requested from ASI -$1000

**Motion: (Menon) to approve EBSNA (Concord) for the funding of their Zen Den event.**

**Motion Carries**.

1. **Action Item–** **QSA**

The Committee will consider the approval of *Quonert/ Pink party.*

Antonio Jackson and Israel Mejia, President and Treasurer of QSA speak. Jackson states that he took over as president this quarter. We wanted to make an upstanding first performance sell out. We want everybody to see that the queer community is here on campus. We are throwing a two-part event for our part in the queer fest, which is a big thing we do every year and it’s been running for seven years now. We will be doing an all-inclusive performance. We will be including a band; we’ll have step teams coming in, and various other artists from on and off campus who will be performing with us as well as the drag show. Following that, there will be a dance that we are holding to keep the celebration going for Valentine’s Day. We’re requesting funding for $350.00 for our DJ, $469.50 for our dance floor, and funds for our flyers as well. It’s going to be a really cool event. We have staff helping us out, and I’ve

been passing around the word. Funding for QSA as follows:

* DJ -$350.00
* Dance Floor -$469.50
* Total Requested from ASI -$813.47

**Motion: (Menon) to approve QSA for their Quoncert/ Pink Party event.**

**Menon** states that he just wants to congratulate QSA. I’ve seen your posters all around campus, and this is really cool. Good job with that. I noticed that you had $469.00 requested for equipment and another amount of $422.00. **Menon** asks Jackson to clarify those amounts. Jackson states that the equipment is for our dance floor. We tried to put it in another area, but

due to the date and the time, it was hard for us to find a spot that would be open. We tried to

find other areas, but we were turned down for them. The multipurpose room was the only room that was effective for us since our quoncert was in there. Therefore, we had to get a dance floor so that it could be put in there.

ED **Saffold** brings up the issue of not ASI not having a dance floor. This is one of those oversights that needs to be correct because I wonder how much ASI has spent on dance floors over the last five or six years as opposed just buying one. This is one of those things you would put on the Capitol Campaign, so it’s not a part of the Operating Budget. It’s part of a one-time equipment purchase. We might to some back homework just to give us some support because we need to defend this to dip into reserves to the board to get an idea of how many dance floors have we bought. If we even spend fifty percent of the money; it makes sense that we do this.

**Quintana** asks Jackson what the tickets are for on the advertising printing. Jackson states that they had to print out tickets because we’re trying to get some funding back into our club. We’re asking for $2.00 just from students and the people decide to come in so that we can put funding back into QSA. We had to take a lot of funding out of our own accounts. VP **Menon** states that there is a policy in which funds are given out to students on campus. Since QSA is already asking for funds, students technically don’t have to pay for whatever event is happening on campus. An alternative I propose is that you charge and non-CSUEB students or faculty. Anybody who is not a student here; you can charge them admission. You can waive off the $2.00 fee for any student who had an ID. Jackson replies by asking if QSA be able to accept donations from students for the event. There are students who want to help out and show their support for our club. We’ve asked students how they felt about that and many of them were okay with it. We were just trying to put money back into our club.

**Hinrichs** states that you cannot use ASI funds for purposes of fundraising. You can’t charge students to come to this event; however you can accept donations from students in which they choose to do. VP Menon states you can fundraise at an ASI sponsored event, but you cannot use the money you collect through the fundraising process. That money would have to go to organizations outside of CSUEB or charities. Mariah Arano, a member of QSA states that we somewhat do have a cause. It’s basically like start-up money. When we have money in our account we can use it to get pamphlets or to create more awareness about the gay community in the East Bay. We’re also going to be promoting outreach groups.

**Hinrichs** suggests that you use the money to donate to organization like Lavender Seniors or the Hayward Lighthouse that promotes LGBT services to the youth. There are several organizations that we can point you to that would be happy to receive donations and establish

a relationship with you on campus.

VP **Menon** clarifies that if QSA is getting funds from ASI for this event, they cannot charge students for entrance. If QSA decides to set up a donation box they must have a way of showing that all proceeds have not gone back to QSA, but to other outside places. VP **Menon** states that QSA can turn in a request for seed allocation for up to $800. QSA could then use that for their own expenses. Mariah Arano ask that if QSA collect donations, would they

have to record each amount that someone gives or would it be one lump sum that they would record.

**Hinrichs** states that any donation that is collected should be recorded so that you have a record of who donated to your cause. Jackson states that if they collect donations they will donate it to an LGBT group.

**Motion Carries.**

1. **Action Item**- Institute of Industrial Engineering

The committee will consider the approval of *Study lockdown*.

Zamil Alzamil speaks on the behalf of the Institute of Industrial Engineering. Alzamil states that engineering courses require a lot of projects, group studying, and study work. Since the library gets busy during midterms and finals week, we are going to do something different than that. Instead of students going to the library, we are going to hold a study lockdown. We are going to reserve an office, and the event will be held from 8pm-11pm. It will be held on three different days. Students can come during that time to work on anything. We are expecting twenty students to come. Funding for IIE follows:

* Study lockdown event -$244.26
* Total Requested from ASI -$244.26

**Motion: (Wu) to approve the study lockdown.**

**VP Menon makes a friendly amendment to approve all three study lockdowns for the**

**IIE club for the amount of $244.26. The events are scheduled to be on February 29th, March 12th, and March 14th.**

**Motion Carries as Amended.**

1. **Roundtable Remarks**

**Saffold:** I just want to commend Raheela for her first meeting with sitting in for Siddharth. You did a fantastic job. I always encourage growth and development within our vice chairs. I want us to hang around a little until Marguerite is done so she can come back in and tell us about the rest of the process for funding as we get closer to nail this down. I also want to mention to the committee that Siddharth has done something well here; something almost incredible that I want us to really think about. This committee needs to understand what its role is. Siddharth has provided us with these brilliant PowerPoint’s where we’ve dotted all the I’s and crossed all the T’s beforehand. My concern is that this group has become more of a rubber stamp committee. Siddharth is doing all of the due diligence that really doesn’t let the committee do what it used to do which wasn’t necessary in the first place. I made Siddharth not approve something until he got his committee. If the criteria are clear and we know what we are and aren’t going to approve before we get to this meeting; do we need to

waste time actually doing the approvals during the meeting or can we just do the approvals? If we are working under these criteria, Siddharth could have assigned this to Lil or Sneh to follow the criteria set after he’s done the due diligence of looking at them and just inform the

groups they have been approved and send them straight to Marguerite instead of what we’re doing now. Then we reserve you guys to do things like help with the things that are on the budget or dealing with groups who come in with something that is not approved. Those

groups would make appeals to the committee, and the committee will then make decisions. The things that we know we are going to approve don’t need to be a waste of time and they don’t even need to come to the committee. This is something I want to make sure we have a discussion on up later. You guys are doing such a good job of pre-doing this that I don’t even

know if we need to bring everybody here. No one is defending anything, and if we are in the business of defending, which we don’t have to be, which you’ve proved; it would make this whole process much more efficient.

**Hinrichs:** what I’m doing with the organizations when we step outside is I’m giving them a form which is internal. This internal form gives them permission to go get the money right now. I am signing off on it right now, and they are going to the student administration building where they will get permission to go the cashier and get cash only if it’s less than $500.00. With QSA, we’ve already purchased the dance floor for the club and organization credit card. They still need to pay for their DJ, therefore I gave them permission to get $350.00. They’ll get a money order to pay for the DJ, and then turn in the receipts with the form, back to the cashier. This is an internal form that student life can keep to keep track of how much money they are getting from the cashiers office based on what they have been approved for in the meetings. This format works, and it works for me. The groups or organizations need my signature in order for them to get money from the cashier’s office. If

they do not have my signature, they will not be able to get money. I am being held accountable for the distribution of funds. Once you guys give it to student life, I am held accountable for making sure that the students do the right thing with it. Therefore I need to have safeguards in place for my end.

**Menon:** mentions that he is glad that Marguerite clarified the excel document issue. I was confused as to if we can write in details or would we have to create a new sheet.

ED **Saffold** states that the numbers can be written in, and then it will be signed off.

VP **Menon** states regarding your idea about possibly cutting out the meeting; I am not in favor of it as of right now.

ED **Saffold** states that we wouldn’t cut out the meeting; the business would just be different. VP **Menon** states I see a committee as a deliberative body; therefore it’s our role to go through the process. I don’t think what the committee is doing now should change too much. **Hebert** states that another way to look at a committee’s role is to make sure that the policy includes all the safeguards and oversights that you would require. There really is no need for students to deliberate on the quality justification or rational. It actually puts the committee in an odd situation where it can be misunderstood what the decision of the committee is. A policy that’s been laid out can be clear to everybody about what would be required of any club or organization in order to receive funding from ASI. Once the policy is established, it

should be followed. Unless there is an exception, it should not have to come to the committee at all. Once the committee makes a policy approved from the Board, there should not be any exceptions about another review. If everybody meets all the requirements; it should be perfunctory.

ED **Saffold** states that if a club or organization is requesting funds, the committee is always going to approve it, unless there is no money to give them. You can’t debate the merit of approving groups or not. If you are going to approve them anyway, is there something else that the group could be doing instead of wasting the time of approving things that are already approved because they don’t violate any of the rules. People need to see that we’re not taking anything away from the committee because you are the ones that set the criteria. It’s something you can keep in the back of your head for policies that we can set for next year. We will keep what’s in place now, but what we turn it into will increase those efficiencies and move forward. Those are some of the things I want you guys to think about.

1. **Adjournment**

**Motion: () to adjourn meeting at 12:47pm.**

**Motion Carries.**

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

 **Name: VPF Siddharth Menon**

 **Minutes Approved On:**

 **02-20-12**\_\_\_\_\_\_\_\_

 **Date**