**Finance Committee Meeting Minutes for February 20th, 2012.**

1. Call to order: VP Menon calls meeting to order at **11:30am.**

\*indicates members presents at the start of the meeting.

1. Roll Call

Present Members Absent Members Guests

\*Siddharth Menon Marguerite Hinrichs

\*Raheela Dharani Randy Saffold

\*Qiyun Wu Nastassia Hamor

\*Sarah Quintana Allison Lee

\*Melanie Sutrathada Jack Henry

\*Stan Hebert Noa Mandel

 Nyala Wright

 Vishal Kharady

 Antonio Jackson

 Aida Yazdunpaust

 Zamil Alzamil

 Baldev Singh

1. **ACTION ITEM -** Approval of the Agenda

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

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

**Amendment I: to add the Pioneer Soccer Club seed allocation.**

**Amendment II: to Sikh Student Association’s movie night.**

**Motion Carries as amended.**

1. **ACTION ITEM -** Approval of the Minutes – February 13th 2012

**Motion: (Quintana) to approve the February 13th, 2012 Minutes**.

**Motion: (Dharani) to amend the February 13th, 2012 Minutes.**

**Amendment I: to change the spelling of a student’s name in a club from “Bastllet” to “Bartlett”.**

**VP Menon announces that Sutrathada walked in at 11:33am.**

**Amendment II: to refer to Marguerite Hinrichs and Randy Saffold as guests on the**

 **roll sheet.**

**Motion Carries as Amended.**

1. 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.
1. **ACTION ITEM –** Omulu Capoeira Group

The Committee will consider the approval of the *Capoeira Workshop.*

VP **Menon** states that we will seek the approval of their Capoeira Workshop. It took place this past Saturday. We don’t have a club representative present. If the committee feels that it is okay to approve this club even though we don’t have a representative here; I’ll be glad to take a motion.

**Motion: (Hebert) to approve the Capoeira Club’s Capoeira Workshop for the amount of $1000.00.**

VP **Menon** states that he wants the committee to know that this topic was put in front of the board for approval. I wanted to know if was okay to approve funding for things that don’t strictly follow the idea of what an event was. The Board said yes, therefore I personally don’t have an issue with it. My main concern was whether or not the Board was okay with it. We now have club representative is here. VP **Menon** yields the floor to Nyala Wright who will talk about the workshop.

Nyala states that the workshop is to prepare for our annual Batizado. There is also another workshop that non-profit agencies will be putting on in March. The Capoeira workshop is like a pre-workshop. It actually didn’t happen this weekend because of a situation that came up. We will have it next week. There will be thirty people attending. **Sutrathada** asks for clarification as to if this event was discussed at the meeting on the 15th. VP **Menon** states that was discussed at the last weeks Board meeting. **Hebert** clarifies if the new date for the event will take place on February 25th. Nyala states that it will take place on the 25th and 26th of February and the location will remain the same. The attendance for the event represents both days combined. **Hebert** mentions that the on the request it stated “missing artist name”, and asks if there will be a featured performer. Nyala states that the performer will be the instructor of the group. There will also be instructors from San Francisco within our group who will also come and help out with the workshop. VP **Menon** mentions that **Hebert** made a motion to approve the group for $1000.00, but with the 10% shouldn’t it be 900? Lil Parker states that if their amount exceeds $1000.00, and our maximum is $1000.00; there is a possibility their 10% is being provided by their club or relations. There is a possibility that the entire $1000.00 is incorrect. **Hebert** states that on the request there is a $900.00 amount for the speaker fees, and an additional amount of $100.00 for an honorarium. **Hebert** explains to Nyala that as for the ASI funding policy, 10% of the event request is expected to be covered by the club. Nyala states that when she filled out all the paper work, the check request was for $900.00

**Motion: (Hebert) to amend his motion for a funding request of $900.00 for this event.**

**Motion Carries.**

1. **ACTION ITEM –** Philosophy Society
* The Committee will consider the approval of the *What's Normal.*

VP **Menon** speaks to the Philosophy Society’s president via phone. The details of the event are presented on the power point presentation. The event is requesting $180.00. Philosophy Society’s president states that we will be having an event where we will have people come together. We will be ordering pizza. We’ll have a discussion of thinkers and try to do some defining of terms. This will be an event that we’ll be inviting students to. We are going to do this on the 23th from 2pm-4pm.

**Motion: (Sutrathada) to approve the Philosophy Society’s *What’s Normal* event for the amount of $180.00.**

VP **Menon** asks the president of the Philosophy Society where the event will be located. The president states that it will be located at a room in Meiklejohn Hall.

**Sutrathada** states that she knows this is the second time they have requested funds, but in regards to that, how much money have the requested previously?

VP **Menon** states that the funds are within the $1000.00 limit.

The President states that in total, they have requested about $350.00 for this quarter.

**Motion Carries.**

1. **ACTION ITEM –** Hayward Orientation Team
* The Committee will consider the approval of the *National Orientation Directors Association.*

 Allison Lee the president of the Hayward Orientation Team states that the National Orientation Directors Association is a conference for different orientation team leaders of the United States all come together to hold workshops. It’s very beneficial for us because we get to see how other schools run their orientations. It takes place in Riverside and will happen on the weekend of the 23rd-26th. We’re trying to get five of our orientation team leaders to go. VP **Menon** states that for the committee’s awareness, they are also receiving funding for this event from student Life and Leadership Programs. VP **Menon** clarifies with Allison Lee if that is true. Allison Lee confirms that it is true. Student Life and Leadership is covering the other five team leaders who are going.

 **Motion: (Sutrathada) to approve the request of $697.50 for the Hayward Orientation Team’s National Orientation Directors Association.**

 **Sutrathada** asks how the orientation team members were selected to go.

 Allison Lee states that it was by a first come first serve basis.

 **Motion Carries.**

1. **ACTION ITEM –** Queer Straight Alliance
* The Committee will consider the approval of the *Western Regional Conference 2012.*

Antonio Jackson states that the Queer Straight Alliance will be attending the conference. This is an annual conference in which we go to every year and we’ve been doing this for three years now. The conference incorporates social interactions between students of different school. Students from northern and southern California get together, and we have many conferences that are LBGT related as well as issues that are going on in the community. We are going to help our new students who cannot afford to pay for themselves.

**Motion: (Quintana) to approve the Queer Straight Alliance for their Western Regional Conference 2012.**

**Hebert** asks what the organization of the region is. **Jackson** states that this is for all the schools and the information is in the brochures. **Hinrichs** states that the organization has been somewhat unclear in the past. It is based on whichever community is willing to take it on. It’s hard to identify which organization leads the event at times. Jackson states that different schools have took charge of this conference in the past. This year UC Merced is taking over as well as University of the Pacific, so it’s like different Universities come together and indicate that they will be taking over the event. One year hopefully we will have CSUEB putting together the conference. **Sutrathada** inquires about the students that cannot afford to attend which were mentioned by the club leader Antonio Jackson; how those students determined. **Jackson** states that we had several people indicate to us that they cannot afford to attend so what we did were a raffle for those students who really couldn’t afford to go.

**Motion Carries.**

1. **ACTION ITEM –** APISWA
* The Committee will consider the approval of the *Speaker Event.*

Noa Mandel from APISWA highlights the following; the speaker that we are going to have is someone that has graduated from our program the previous year. She will be speaking in regards to how it is to be in the social work environment and is of Asian descent. We will be providing food at the event so we will be looking for funding in regards to that. And we also wanted to buy a sign just to have for all of our events so we can save paper. The sign will simply just say our clubs name and we will use it for our events as well as tabling.

**Motion: (Quintana) to approve the Asian Pacific Islander Social Work Association Speaker Event in the amount of $242.73 minus the club sign part.**

**Quintana** states that when the Finance Committee funds signs it is for that specific event and if the club would like funding for their group’s personal sign they should fill out the Annual Seed Allocation, which is for $100.00.

**Motion Carries.**

1. **ACTION ITEM –** Persian Academic and Cultural Student
* The Committee will consider the approval of the *Persian Club Introduction.*
* The Committee will consider the approval of the *Persian New Year Celebration*

Aida Yazdarparst from Persian Academic and Cultural Student highlights the following: states that they are a new club and they have gotten started last academic year. This would be our second event, and we are looking to change the name of the event to the Music and Poetry night. We have like two students who would perform for the music piece and poetry piece. And the food items will consist of snacks, refreshments, and there will be Persian food. The event will be open to everyone. We will have at least thirty people to attend the event.

Motion: (Quintana) to approve the Persian Academic and Cultural Student Music and Poetry Night.

 **VP Menon** states that he would like to just let the committee know this is the first year that this club is being active on campus; great job for doing all these new things on-campus.

Sutrathada states that she is not clear on what the club’s event is actually about. **Yazdarparst** states that we have two or three students that will perform classical Persian music and also dance to the music. It is a two part event.
**Motion Carries.**

Aida Yazdarparst highlights the following when it comes to the Persian New Year Celebration: We have another group that will be assisting us with this event, there will be catered food, and also they are helping our club with $1,500.00. The event is free for all students. Outside guests will be charged $30.00; our submission for food was $48.00 per person. There will be a DJ and some performances for the event.

VP **Menon** states that he wants to make the committee aware that this event happens during finals week. It’s up to the committee to fund this event for the Winter Quarter and take the funds out that they were just approved for. Or the committee can just approve them for the spring quarter.

**Hinrichs** inquires if the club is aware of the funding requests being well above the funding requirements that ASI allows for funding. For instance for food the limit is $500.00 and the club is asking for $3600.00. So are you aware of the limits.

VP **Menon** states that he has spoken to the clubs advisor and they are receiving funding from outside sources also they are looking to generate revenue from the ticket sells. These are the limits that they are working with and they are aware of those limits.

**Parker** states that has it changed in the policy that the clubs can request funding for the event that occurs in the quarter that requesting it, a little concerned about the actual time that the event is occurring.

VP **Menon** states that the policy has not changed and that is a valid discussion that can be discussed.

**Motion: (Sutrathada) to vote on the Persian Academic and Cultural Student for the Persian New Year Celebration on March 17th, 2012.**

**Sutrathada:** states that she is a little concerned about the overall budgeting because, the honorarium is already 75% of the club’s limit. A lot of these prices seems over inflated to me, for example the item that states helpers it is 1,080. That is already over an allotted amount a club/org can request for in the quarter. Is there any way to get these prices down perhaps to have members of the group serve or individuals you know to serve?

**Yazdarparst** we actually spoke to the advisor and they indicated that we should get someone from outside to help.

ED **Saffold** states that he would argue that since there are so many items above the ASI limits that we recommend that this whole funding request are revised making sure that each item is under the ASI approved amounts.

VP **Menon** states that he would agree with this recommendation, he asks that the club should come up with a specific amount that they would like to request from ASI being within the $1000.00 limit for the quarter. Listing the amounts for each specific section so that the committee can be aware of how much is being requested from ASI for each of the expenses.

**Hinrichs** states that furthermore Student Life and Leadership will not be approving funding for an event if it cannot be identified where the outside funds for the funding are actually coming from. Even though the advisor gave the word on the club having outside funding, that is not good enough. There would need to be documentation provided show that this is the case and they would need to be posited into the student’s club account before we can consider funding. You guys are looking to fund a $7,000-$8,000 event and that’s great but I also do not want your club to get their account in a financial burden for this specific event. We just want to make sure you plan this thing out accordingly with the right kind of resources.

VP **Menon** states that he would like the motion to be withdrawn and will be working with the club to figure out and revise the numbers by the next Finance Committee Meeting.

**Director Sutrathada withdraws the motion to approve the Persian Academic and Cultural Student for the Persian New Year Celebration.**

1. **ACTION ITEM –** Institute of Industrial Engineering
* The Committee will consider the approval of the *Social Luncheon*.

VP **Menon** states that there is not a club leader available at the meeting to speak on the event but if the committee feels comfortable about the event then they can vote on the motion to approve of it.

**Motion: (Quintana) to approve the Institute of industrial Engineering for the Social Luncheon.**

**Sutrathada** states that I believe that if the club is not responsible enough to bring someone to the meeting to allow us to ask questions that we should table this funding request until the club member is available to attend the meeting. VP Menon states that he agrees and if the committee does not still feel comfortable let’s just put this to a motion if now the motion can be withdrawn.

**Hebert** inquires information about the club’s funding request because if it is not complete the committee can wait for the necessary information. **VP Menon** states that the location is not available on the funding document and would like to know what the club means by *social luncheon.*

**Motion Carries.**

1. **ACTION ITEM –** CSUEB Real Estate Club
* The Committee will consider the approval of the *Guest Speaker.*

The Vice President from CSUEB Real Estate Club highlights the following: There will be a guest speaker event every quarter; this event will consist of a panel of Real Estate Employees, Real Estate Investors, and also Real Estate Developers. This event will clear up the questions that students may have in regards to does real estate just having to do with selling houses. This is an event that will focus on Real Estate being a career and not just having to do with a person being a Real Estate agent or a broker. We do have a location and unfortunately it will not be in either of those rooms due to them both being all booked up, but it will be in Mikeljohn Hall in room 2024 taking place on March 8th, 2012.

**Motion: (Sutrathada) to approve the CSUEB Real Estate Club for the Guest Speaker event for March 8th 2012.**

**Sutrathada** states that she believes that the club has made a request a few weeks ago, how much that for was and what event was it for. The CSUEB Real Estate Club rep. states that the event was for last quarter and it was for the Guest Speaker event for the fall quarter.

VP **Menon** states that in that case it was for back funding because there was not a Finance Committee formed at that time.

**Motion Carries.**

1. **Action Item–** Skating for Kids Achievement through Exercise
* The Committee will consider the approval for a *Seed Allocation*

Nastassia Hamor states that she has started this club last spring and this is the first event that she will be having being that the club have not been active. I just want to have awareness on campus because people are not aware of us being on campus. Maybe explain what our club is about and have a slide show. It can be a hangout and inform people of the club also have pizza and soda so that the students are more aware of who we are.

VP **Menon** encourages the club to think about having an event due to spring quarter coming up and them still being able to apply for the thousand dollars for funding of an event.

**Motion: (Dharani) to approve the Annual Seed Allocation for Skating for Kids Achievement through Exercise.**

**Hinrichs** states that she would like to just make the committees aware that if the Annual Seed Allocations are approved nothing has to be given to her it will be automatically go in the account within three business days.

**Motion Carries.**

1. **Action Item –** Cal State East Bay ACDA
* The Committee will consider the approval for a *Seed Allocation*

Jack Henry gives a brief description on the club and the requesting of the Annual Seed Allocation in which he highlights the following: We basically will be using the Annual Seed Allocation funds to start up our student account being that we are a new club, we would be using that money towards printing and getting supplies, our guest speaker who will be coming from Harvard on the 23rd. Then in two weeks we will be having a Columbian conductor come and do sort of a guest cleansing. Most of the events would be held in the music building.

**Motion: (Sutrathada) to approve the Annual Seed Allocation for CSUEB ACDA 2011-2012 academic year.**

**Sutrathada** inquires on what the club actually does. **Henry** states that basically the club is a bunch of music conductors and all perform, and students can join in and it is a way to network through other choirs.

**VP Menon** asks if those events mentioned above taking place next quarter. **Henry** states that they will be and they will be funded by the music department.
**Motion Carries.**

1. **Action Item**- **Sikh Student Association’s Movie Night.**
* The committee will consider the approval for the Movie Night.

A representative from Sikh Student Association will be holding a Movie Night but there is one issue at hand. For food the total amount that we need is $85.00, the Public relations officer gotten rates offline but when she went in there will be a discount given so it will be only $85.00 for food.

**Motion: (Sutrathada) to approve the Funding Request for the Sikh Student Association’s Movie Night.**

VP **Menon** asks if the club can share what the movie is about. The movie will be about it based on a movie in the UK on Immigration, background of our club about culture. This is the club’s first event.

**Motion Carries.**

1. **Action Item – CMENC**
* The Committee will consider the approval for the Barry Green Workshop

A representative from CMENC states that there will be a guest speaker coming and he would be doing a performance workshop on musicianship. We agreed on him coming and the expenses will total to $500.00. We also requested some funding for a flyer to be used as advertisement which is also attached to the form for the specific amounts that we requested, but it is a little more than $500. VP **Menon** states that this was not on the agenda, however if the committee is comfortable with putting this up for a vote we can do so right now. **Hebert** states that as chair, VP **Menon** can amend the agenda. VP **Menon** states that he spoke with Anna over email, and we talked about how CMENC has been trying to get this artist for a long time. They are glad that they can financially support this artist to come to campus. They believe it could enrich our campus’ exposure to an artist like himself. The representative gives a brief statement as to who Barry Green is, why he is important, and why the club wants him to perform at CSU East Bay. The event is scheduled for March 6th, and we’re expecting to have about thirty people attending, but if it’s possible to get the word out more and advertise this; we can get more people to attend. As a club we discussed charging non-CSU East bay students who attend the event since he is a big deal musician. We’d like to charge $15.00 per person. These people would be observing and participating in the workshop. VP **Menon** their two major expenses are for printing and speaker fees. Their total before the ten percent is $611.00. The speaker fee will cost $500.00 and $111.00 will be for the printing. After the ten percent, the amount will be a total of $549.90.

 **Motion: (Sutrathada) to approve the CMENC Barry Green workshop on March 6th, 2012.**

**Motion Carries.**

1. **Roundtable Remarks**

**Hebert:** We had a couple of action items on the agenda which were the Latino Social Workers and Pioneer Soccer Club for seed allocation. What is the disposition for those? VP **Menon** asks the committee if they feel comfortable approving those requests even though the club representatives are not here. We had one seed allocation and one event request.

**Sutrathada:** I think it is really important for the committee to ask questions. We are spending the student’s money. Some clubs have more than forty people, and if they can’t get one person to attend a quick ten minute meeting; I think it is inappropriate to give them money. They should be responsible to arrive and we should be responsible as a committee to ask questions and really learn what that money is going towards.

**Saffold:** I understand Melanie’s position. Make sure that the clubs can find an alternative to communicate with the committee, such as calling in, using Skype, or face time.

**Parker:** when you are finalizing or making a statement that he club has been funded for

an event; is it new process of procedure of not quoting the amount that they are approved for? I would think that would be a great backup to have because it can be transcribed wrong on the form or on the recording. A couple of times when I was writing for the event, I didn’t know how much had been approved for the event.

**Menon:** Raheela should have the numbers. That is a great suggestion for the next meeting. If I forget to mention the numbers, someone can mention it. I will go ahead and table the Latin Social Workers event and the Pioneer Soccer Club seed allocation for our next meeting which will be next week. I believe we do have a few more funding requests to approve.

**Dharani:** is there a way for next meeting that we can organize the next list of what clubs were funded.

**Menon:** states that it is very much possible. We should have a running total of each club that is on the agenda for how much they have been funded for, for this quarter and what their remaining balance is. We should be able to coordinate with our accounting staff as to what those numbers should be.

1. **Adjournment**

**Motion: () to adjourn the Finance Committee meeting at 12:40pm.**

**Motion Carries.**

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

**Name: VPF Siddharth Menon**

**Minutes Approved On:**

**02-27-12\_\_\_\_**

**Date**