**Finance Committee Special Meeting Minutes for November 9th, 2012**

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

Members Present Absent Members Guests

Erik Pinlac Gerelnyam Tuguldur Marguerite Hinrichs

Ashley Griffin Randy Saffold

Bohdan Stryuk Jerry Chang

Gary Simon Manalang

Thamar Altharthal

Pablo J. Benavente

Stan Hebert

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

**Motion: (Benavente) to approve the Agenda.**

**Motion Carries.**

1. Action Item-**Approval of the April 30th, 2012 and May 7th, 2012 Minutes**

**April 30th, 2012 and May 7th 2012 Minutes has been approved.**

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.**

**No Public Comment**

1. Information Item- **Introduction of ASI**

President **Jerry Chang** introduces himself and distributes buttons to the committee members and asks them if they can where them with pride he also highlights the following:

* Committees are where most of the work initially happens
* ASI Logo is ‘Students Working for Students”
* CSU System is here to produce quality employees
* Core Value- Career Readiness
* Wellbeing of students
* Four values that brings the value of what ASI does:

-Collaboration

-Continuity

-Inclusiveness

-Impact

* Nature of ASI is new students coming in year after year and looking to have a continues effect
* Make sure that we are affecting the student body at large
* Developing Metrics to measure what we are doing to evaluate our actions
* Departments that currently collaborate with ASI

-PEMSA

-Working with CFO, Presidents Cabinet

-University Advancement, Fundraising

-Provosts and Academic Affairs, Deans of Colleges

-Business and Economics

-Education and Allied studies

-College of Science

-College of Letters, Arts and Social Science

-Library

* Faculty of these four colleges are governed by the Academic Senate
* ASI Board works for the students
* There are Five Advisors

-Marguerite Hinrichs

-Alumni Association- De McKinney

-Athletics -Debby De Angelis

-Housing- Martin Castillo

-Academic Senate- Mitch Watnik

* President **Chang** highlights the ASI Committees

19:00

1. Information Item- **Introduction to the Finance Committee- Erik Pinlac**

VP **Pinlac** highlights the following in regards to the Finance Committee:

* Would like the Finance Committee to be more well-rounded
* Instead of just focusing on funding requests focus also on other financial issues in regards to the cooperate standing and the budget
* VP **Pinlac** highlights the presentation that he will be presenting to the committee:

-bringing in revenues from cooperation’s to support our budget

-Oversee the audit

- Preparing the annual budget which is based on student fees

- Forecast for certain decisions so that ASI is making smarter decisions

-Club funding done more behind the scenes instead of at the actual committee meetings

-Allocating resources

-Financial Reporting-reporting to the board once a month

-budget done on time and efficiently

- Exploring new resources for revenue

* **Hebert** mentions that we do have programs that are intended to generate a modest amount of revenue. This might be a small fee being charged for an entertainment program. The board has also expressed interest in partnering with different organizations to make sure that ASI is not just on the expense side for certain activities
* **Hinrichs** mentions that it is okay to balance out the budget by charging $3 to $5 for events (not every event has to be free) or even the project with O team linking up Environmental Affairs to collect recyclable items around campus and taking them to the recycle place. Even though the revenue may not be extensive every little amount countswhen it comes to balancing the budget.
* VP **Pinlac** mentions the Vice Chair duties and states as the committee proceeds he will be naming the Vice Chair.
* **Hebert** states that based on the work that the Finance Committee and Executive Director has done in previous years this committee has become more manageable:

**-**discovered that many of the clubs has money in their bank accounts

-the university oversees the club/orgs accounts

-a lot of the budget that needs to be viewed will be provided by the ASI Staff

* ED **Saffold** mentions that the committee will be working with Sneh in regards to the approval of the funding requests, basically if the clubs/orgs met all of the criteria they are approved and those two people that are assigned to club funding will be hunting down the clubs/orgs to fix the issues with other clubs/orgs funding requests
* The Finance Committee introduces themselves and gives a brief background

43:10

1. Information Item- **Review Welcome Packet**

VP **Pinlac** highlights the Finance Committee Welcome Packets

* He mentions that the committee members has to fill out all the paper work from the packets in order for them to receive their stipends’
* ED **Saffold** highlights the Organization Structure located in the Committee Packets
* The committee discusses the initiatives that the committee will be involved in for the 2012-2013 Academic Year

-Farmers Market

-Mr. and Mrs. CSUEB

-Industry Job Panel

-Multicultural Week

-CSUEB 5k

-City Ambassador

-Fundraising

-Students working for Students

* Articles of the Cooperation
* Bylaws
* Board of Trustees Laws
* Laws of the State of California
* Gloria Romero-Open Meeting Act
* Administrative Code Title V
* ED **Saffold** mentions that the committee can have discussions about things outside of committee meetings as long as decisions aren’t made. But the members have to be careful how they do this because they do not want to violate Gloria Romero
* Agendas will be out 72hours in advance unless there’s a Special Finance Committee Meeting needed

1:03:12

1. Information Item- **Complete Paper Work**

VP **Pinlac** states that this is an information item in order for the paper work to be completed.

1. **Roundtable Remarks**

**Hinrichs:** highlights the Leadership Conference taking place Saturday and asks if all the committee members can attend.Club funding policies will be presented by VP **Pinlac.**

**Hebert:** inquires about the Finance Committee Meeting times. VP **Pinlac** mentions that this will not be the set time; the meeting time will be set soon.

**Pinlac**: mentions that the committee might not meet in two weeks due to the Thanksgiving break.

**Saffold:** asks if VP **Pinlac** can meet today at 1:00pm.

**Benavente:** mentions to the committee members to go and “Like” the page.

1. **Adjournment**

**Motion: () to adjourn meeting at 11:17pm**

**Motion Carries.**

Minutes Reviewed By:

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

**Name: VP Erik Pinlac**

Minutes Approved On:

12-04-12

**Date:**