**Internal Affairs Committee Meeting Minutes for March 9th, 2012**

1. Call to order: VP **Pehrson** calls meeting to order at **8:38am.**

\*indicated members present at the start of the meeting

1. **Roll Call**

Members Presents Absent Members Guests

\*Lyla Pehrson Courtney Symonds Randy Saffold

\*Corrie Christine Jonathan Stoll

\*Tenaya Davis Stan Hebert

\*Melanie Sutrathada Marguerite Hinrichs

\*Yijia Guo Christopher Prado

\*Jerry T. Chang Jamie Piazza

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

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

**Motion Dies.**

**Amendment I:(Davis) to move the Information Item-Reserve and Budget Policy-Randy Saffold to the last item on the agenda and move Information Item-Depreciation Resolution to item VII.**

**Amendment I Carries.**

**Motion: (Davis) to approve the agenda as amended.**

**Motion Carries as Amended.**

**\***Corrie Christine was present at the meeting at 8:42am

1. **Action Item**- Approval of February 24th, 2012 Minutes

**Amendment I: ( Davis) to state that under roman numeral XIV the minutes are reviewed by the Internal Affairs Chair Lyl Pehrson instead of the External Affairs Chair.**

**Amendment I Carries.**

**Motion Carries as Amended.**

1. **Public Comment**

Public Comment is intended as a time for any member of the public to address the Board on any issues affecting ASI and/or the California State University, East Bay.

No Public Comment.

1. **Information Item-**Committee Codes Update

VP **Pehrson** states that the committee is currently in the working phase and a lot of the work is being done outside of the Internal Affairs Committee Meetings. So this meeting and the

following meetings will consist of really brief updates on where we are at. VP **Pehrson** indicates that she is pleased to say that the committee has done really well when it comes to the Committee Codes. Jerry, Grace and I met the previous day in which we worked on Google Docs. This is really helpful because everyone can edit during real time. We are in the process of integrating the Bylaws into the Committee Codes. My ultimate goal for the Committee Codes is the chair of a specific committee can look at them once they are elected andthen they can see what exactly they are responsible for, who’s in the committee, how many people may be in the committee, and essentially what they would have to answer to when it comes to being on the Board of Directors. This is really an important project that the committee is par-taking in, it is really long but hopefully it will only last a few more weeks. This would be a great thing to pass on to the next Board.

**Guo** states that she shared the document with the committee.

1. **Information Item-**Depreciation Resolution **9:33-**

VP **Pehrson** states that she has briefly spoke upon this at the last committee meeting.

VP **Pehrson** specifies that she will be speaking briefly on this matter due to her receiving some new information from Fe. Fe’s position has to do with finance, receiving the Associated Students Incorporated Fixed Asset and Capital Expenditure Guidelines.

VP **Pehrson** reads the ASI Fixed Asset and Capital Expenditure Guidelines to the committee members. Essentially, ASI was assetizing items that were not worth very much and depreciating them overtime. We’ve moved up the threshold from $250.00 to $5000.000, which is a better use of time and money.

VP **Pehrson** indicates that in the previous year there was a break-in and those items had to be reported to the University Police Department and insurance claims had to be filed.

VP **Pehrson** states that the document she has read gives an overview to the committee. However, the Depreciation Resolution will need to reflect all of the changes. Jerry, Grace, and Jamie will be tasked with the changes, which is VP **Pehrson’s** working team. She indicates that she would like the team to find a resolution and/or a code that reflects something similar so that it can be used

VP **Pehrson** indicates that the team should email her no later than Tuesday on what was found. To complete the tasks she indicates that the team can go to different college websites and look for Depreciation Resolutions; usually resolutions reflect the policies in which VP Pehrson believes that CSUEB ASI doesn’t have a Depreciation Policy. SJSU has numerous things online when it comes to resolutions.

VP **Pehrson** states that if the committee has any questions please feel free to give her a call.

**9:33-19:45**

**\***Randy Saffold was present at the meeting at 8:58am

1. **Information Item** **-**Reserve and Budget Policy-Randy Saffold **19:50**

VP **Pehrson** yields the floor to ED **Saffold** who highlights the following;

ED **Saffold** states that the Reserve Policy has been found and not only was the policy found but the minutes were found as well; highlighting what the Reserve Policy was. The likelihood that this committee will actually have to do a resolution or a revision to the Reserve Policy has changed. We just have to take the ECEC out of the Reserve Policy to do a modification. ED **Saffold** states that this is a better place for us to be.

VP **Pehrson** inquires a brief overview of the Reserve Policy from ED **Saffold.**

ED **Saffold** states that any time a nonprofit organization has funds left over at the end of the year. There should be a policy indicating what should be done with those funds; are they going to be invested or put into a savings. And if this is done the policy should indicate how it would be done.

ED **Saffold** states that the Reserve Policy highlights that in the past $25,000.00 should go towards the Child Development Center, $50,000.00 towards retirement, and $25,000.00 into programmatic related things at the end of each academic year.

ED **Saffold** briefs the committee with the past Reserve Policy. The minutes were found that speaks to the 2006 adoption of the new policy and a combination of that and the audit financial statements that tell us how much ASI agreed upon to set aside in order to modify this 2003 policy. In the near future there would possibly be a resolution to adopt the revised policy. Satisfying the chancellor’s audit with what already exists.

VP **Pehrson** states that moving forward the committee will not need to redo the policy. ED **Saffold** indicates that there will still need to be modifications just not by Wednesday.

VP **Pehrson** states that the committee should look forward to meeting next Friday.

ED **Saffold** speaks to the committee about what can be discussed at the following Internal Affairs Committee Meeting.

**19:50-25:20**

1. **Roundtable Remarks**

**Guo:** asks if there will be a meeting in regards to the committee codes with herself, Jerry, Jamie, and VP **Pehrson** before the Friday’s committee meeting. VP **Pehrson** states that she would email the team in regards to this. ED **Saffold** recommends that VP **Pehrson** makes a motion to create a task force to attack the issue. VP **Pehrson** states that three committee members including her have been working on this and editing committee codes. VP **Pehrson** states that there would not need to be a task force created.

**Davis:** states that the Recreation and Wellness Committee will meet today at 11:00am to discuss a few things like having a new member in the committee. She also indicates that she is working with the RAW, Wellness side, and Health Services to get incentives for students to attend the RAW Center. Lastly, the previous weekend there was a hike lead by herself up Mission Peak. There were fourteen people who attended along with Board Member Cesar Lafarga.

**Christine:** states that she heard about the hike and she wish she could have went but she was out of town. She indicates that she is working on Earth Week and will be sending out an email in hopes that everyone can participate. It will be taking place on April 23rd, 2012. Excited about the event and will be working with the RAW to have a great event.

**Chang:** states that he has had a great time working with the committee members along with VP **Pehrson** on amending the Committee Codes. It has been kind of tough getting everything together. Also looking forward to more hikes, he inquires about trails in the Hayward Hills. **Davis** states that since it was a nice turnout of people for the hike, she will possibly hold another hike in the upcoming Spring Quarter.

**Sutrathada:** states that she is excited about all Internal Affairs Committee inner workings. It is interesting to see all of the things that take place behind the scenes. It is helping all of us to become well rounded on what we want to accomplish. She indicates that she is currently working on “The Making History Campaign”, and has been meeting with Garvin.

**Saffold:** thanks the committee highlighted that he has seen the resolutions, and the final policies; the committee members are doing a fantastic job. Jacquelynne M. Jennings now has the legal policies in which she points out that she would have it back to us Monday morning and by Monday afternoon it can at least be sent out to the Board so that they can review it before the actual Board of Directors Meeting; this will enable us to have an excepted vote on that. This was a great meeting.

**Pehrson:** states that the committee has done a great job so far on the committee codes. Also, as all the committee members know; I am President of the Kinesiology Club and I am planning the “Biggest Loser Event” for the Kinesiology Department and the greater campus. It will be ten dollars to enter and there will be prize money available to win. Hopefully this will inspire people to get healthy; there will be bod pod readings. If the committee has any concerns as students let her know and she can bring it up to the Board. Also informs the committee to look forward to the Agenda by Tuesday.

1. Adjournment

**Motion: () to adjourn meeting at 9:11am**

**Motion Carries.**

Minutes Reviewed by:

**Internal Affairs Committee Chair\_\_\_\_\_\_\_\_\_\_**

**Name: VP Lyla Pehrson**

Minutes approved on:

04-06-12\_\_\_\_\_

**Date:**