

**ASI Finance Committee Meeting Minutes of February 25, 2015**

1. CALL TO ORDER: Chair **Leopold** calls meeting to order at **2:14 PM.**
2. ROLL CALL

Members Present Absent Members Guests

Jordan Leopold Thamer Fahad Alhathal

Janeesha Jones Erik Pinlac

Michael Lau Doris Lagasca

Marguerite Hinrichs

Martin Castillo

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

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

**Motion carries.**

1. ACTION ITEM - Approval of the **May 21, 2014 Minutes**

**Motion: (Lau) to table the approval of the May 21, 2014 Minutes to next meeting.**

**Motion carries.**

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.

**NEW BUSINESS**

1. INFORMATION ITEM – **Robert’s Rules of Order**

Chair **Leopold** presents PowerPoint presentation to committee on the following:

* Committee Members
  + **Chair**
    - Runs the meeting
    - Calls upon Members to speak
    - Creates Agenda
    - Has ability to move matters along/close discussion.
  + **Vice Chair**
    - Record Minutes
    - Assists Chair with efforts and organization
  + **Committee Members**
    - Voting power
    - Ability to Motion & Debate
    - Active Force
  + **Advisors**
    - Support, Assists, and Advise the Committee
  + **Volunteers**
    - Non-official Members. No voting power.
    - May assist in efforts. Give voice
* Standard Agenda
  + Call To Order
  + Roll Call
  + Approval of Agenda
  + Approval of Minutes
  + Public Comment
  + Business:
    - **Reports:** Chair, Officers, Advisors, etc.
    - **Unfinished Business**: Information, Discussion, Action Items
    - **New Business**
  + Roundtable Remarks
  + Adjournment
* Meetings/Items
  + **Regular Meetings**
    - Announced 47hours in advance
  + **Special Meetings**
    - Irregular Meetings called for a special issue or topic
  + **Emergency Meetings**
    - Announced the day of
  + **Items** 
    - Information Item
    - Action Item
* Voting
  + **Quorum**
    - Needed to conduct business during meetings
    - Attendance: 50% +1
    - If not met, meeting must be postponed.
  + **Voting**
    - Standard Voting: Raise of hands
    - Majority Vote: 50% +1
  + **Motion**: A formal proposal for the committee to take a certain action. Explanation needed.
  + **Second** need to proceed.
    - Example:

**John:** “I motion to…”

**Monica:** “I Second!”

**Chair:** “John **motions** to… **Second** by Monica. Motion carries.”

* **Forms of Motions**: Amendments, discussion, votes, table business, etc.
* Extra Functions
* **Point of Order**
  + - It make sure the rules are followed
    - *Any* member may call
    - Approval from Chair needed
* **Point of Clarification**
  + - Clears up matters that are currently spoken on.
    - Clears up redundancies, uninformed statements, etc.
* Memorandums
* Formal statement that states for example time & place of meetings
* **Jones** asked if for Roundtable remarks have to pertain to ASI events or CSUEB events.
* Chair **Leopold** states that remarks can be about something in general. It is preferred to be ASI
* **Jones** asked if it counts when someone is on the phone to meet quorum.
* Chair **Leopold** states that yes it does count.Also, skyping in counts too.

**26:40**

1. INFORMATION ITEM – **Welcome Packet**

Chair **Leopold** addresses the following to the committee:

* Welcome Packet includes all the essential documents that the committee members should have.
* It outlines what the committee is entirely through the Committee Codes Document.
* Welcome Packet consists of the Code of Conduct policy and the Conflict of Interest Policy, and the Internet, Email and Computer Acceptable Use Policy.
* Vendor Data Record Form which is the form that needs to be filled out if you like to get compensated per meeting that you attend.
* Committee members can get paid for their time at the meeting, Sneh Sharma, ASI Administrative Assistant will be sending out a document to the university.

**29:20**

**VIII.**ACTION ITEM – **Vice Chair Election**

**Motion: (Jones) to table Action Item – Vice Chair Elections and amend it to state Information Item – Vice Chair Election.**

**Motion carries.**

* Chair **Leopold** states that duties for Vice Chair have been discussed during the presentation and so during next meeting this topic will be touched on again.

**IX**.INFORMATION ITEM – **ASI Budget Timeline**

Chair **Leopold** addresses the following

* After speaking with Interim Executive Director, **Pinlac** it was brought to attention that the information has a slight changed due to uncertain circumstances. Once the new budget timeline is set, Chair **Leopold** will communicate it with the committee.

**33:45**

X.DISCUSSION ITEM – Club Funding Policy

Chair Leopold addresses the following

* Chair **Leopold** emailed thecommittee the Club Funding Policy so that they can review it and
* state any comments or concerns. The 2014-15 Club Funding Policy is a largely revised version of the 2013-14 Club Funding Policy.
* Biggest policy change was the 14-day limit that clubs need to submit their funding request form to ASI. Before it used to be 21 days. Another change was the removal of reimbursements. ASI does not do reimbursements anymore. There was also an addition of sporting equipment as an item that sporting clubs can request.
* During next meeting the Club Funding Policy will be addressed as an Action Item. Previously the ASI Board had approved the Club Funding Policy contingent upon the Finance Committee meeting and approving it themselves.
* **Lau** stated that in the Club Funding Policy it still states that there will be reimbursements for Conference fees.
* Chair **Leopold** states there is no reimbursement and that statement should have been removed. It is a committee decision to keep it or not.
* Jones asked that there should be another working session before approving the Club Funding Policy.
* Chair **Leopold** states that there will be a working session to go word by word of the Club Funding Policy. In the next meeting, discussion about the Club Funding Policy can be made if added to the agenda as a Discussion Item.

**41:05**

**XI**.ROUNDTABLE REMARKS

**Leopold**: I am excited to finally sit my committee. It has been a struggle to find interest and qualified individuals to sit in the committee. Not many students specialize in Finance and even for those that do it is hard to build up that interest to apply for the committee and then those that do apply are not qualified. I am really thankful that we are here now and finally having these discussions. I am really excited for everyone’s time here because it is a learning experience and it is really good to apply your finance knowledge through the ASI committee. We actually do get to shape what next year’s budget might look like and what the budgetary priorities are. We also have the opportunity to develop ourselves and enhance our finance knowledge and experience.

**Jones**: I am really excited to finally sit and have our meetings and go over budgets, policies and applications and see what the clubs on campus are really doing. I can now see the behind the scenes of what people are going to be doing and connect with the campus as well as help clubs improve the clubs and improve their budget. I am really excited to work with you guys.

**XII.**ADJOURNMENT

Meeting adjourned at **2:58 PM.**

Minutes Reviewed by:

**VP/Chair of Finance**

**Name: Jordan Leopold**

Minutes Approved on:

**3-6-15**

**Date:**