

**ASI Finance Committee Special Meeting Minutes of April 8th, 2015**

1. CALL TO ORDER: Chair **Leopold** calls meeting to order at **2:17PM.**
2. ROLL CALL

Members Present Absent Members Guests

Jordan Leopold Martin Castillo Lil Brown-Parker

Janeesha Jones Marguerite Hinrichs

Michael Lau

Erik Pinlac

Thamer Alhathal

Doris Lagasca

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

**Amendment I: (Lau) to add Discussion Item-Student Life and Leadership Solar Awards**

**Agenda Approved 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.**

**None.**

NEW BUSINESS

1. DISCUSSION ITEM –**Student Life and Leadership Solar Awards**

Chair **Leopold** addresses the following:

* Student Life and Leadership have an annual awards ceremony which recognizes student leaders and student clubs that have excelled various aspects of their collegiate experience.
* This year they have asked ASI to collaborate and participate within the awards. The way that Chair **Leopold** stated that ASI was going to collaborate and participate was through recognizing clubs who have excelled in regards to community service, social events, cultural events, new organizations and collaborative events. Student Life and Leadership toss the idea of rewarding clubs with an award and with ASI funding.
* Chair **Leopold** yields the floor to Interim Executive Director **Pinlac** to speak on Student Life and Leadership Solar Awards.
* Interim Executive Director **Pinlac** states that there was a meeting this morning to discuss Solar Awards. Student Life and Leadership would like to make Solar Awards bigger and Interim Executive Director **Pinlac** would really like to be part of the Solar Awards. In the past ASI has been invited to the awards but there really has not been participation. He wishes for that to change and for there to be more ASI presence at this event. For Collaboration Award, the best collaborative event award, there will be an award of $200 for each club/organization that collaborated in the event. For Cultural Award, there will be $200 for whoever wins the award. For Social Award there will be a $200 award. For Community Service Award there will also be a $200 award. For

Newest Award the award would be of $500. When an estimate was done, the lowest that would be spent would be $1,500 and the highest would be $2,900. Reason for there being fluctuation is because it is unsure if there will be multiple winners for an award, for example for the Collaborative Award.

* Vice Chair **Jones** asked if the Finance Committee would be deciding which clubs win the Collaboration Award or would Student Life and Leadership is the one.
* Interim Executive Director **Pinlac** states that there is a committee that will decide who wins. The committee consists of 6-7 individuals. They will be looking at applications and candidates and they will go based off on a point system, similar to scholarships.
* Vice Chair **Jones** asked if the money award will be given to the winners or if the money will be put into the club’s/organization’s account.
* Interim Executive Director **Pinlac** states that the money will be processed similar to club funding. Chair **Leopold** and Interim Executive Director **Pinlac** will be working together to draft a policy that Budget Analyst Lagasca is satisfied with for auditing purposes. A memo might be drafted instead and kept on file.
* **Alhathal** suggests that Solar Awards be added to the Funding Policy. That way clubs and organizations are encouraged and motivated to apply for the award. He also suggests that possibly next year ASI will adopt a category for example Advocacy, Partnership, or Campus Life Award. He asked Student Life and Leadership if ASI can add their own award and they stated that they were fine with it. **Alhathal** than suggested that if ASI does add their own award it be related to Student Government.
* Interim Executive Director **Pinlac** agrees with **Alhathal’s** idea but would like to leave it for next year.
* Chair **Leopold** states that during next meeting the committee will approve allocating money for the Solar Awards.

**9:20**

1. INFORMATION ITEM- **Review of ASI Budget**

Chair **Leopold** yields the floor to Interim Executive Director **Pinlac** to discuss the following:

* Student Government Budget
  + Supplies and Services saw a decrease in its budget.
  + Printing had an increase in budget.
  + Stipends had a decrease in budget because in previous years they budgeted too much.
  + Club Funding was increased by 7%
  + Memberships and Subscriptions is 100% down because CSSA fees are no longer paid by ASI, they are paid by each individual student
  + Special Events went down by 1%
  + Overall the Student Government budget was decreased by 4.2% because things were moved to other areas for example Parking Permits were moved to the Admin Budget.
* Special Events Budget
  + Scantrons Budget
  + Holiday Gala
  + College Senator’s Interaction with Schools budget was increased by $500 per senator, this is because they are increasing their reach throughout campus and they are putting more events.
  + Town Hall is still in the budget just in case next years’ board would like to host a Town Hall meeting.
  + ASI Recruitment Week- There is about $1,000 for this event because in the beginning of the year there is big push to get students to apply for committees and other things
  + End of the Year Banquet- There was a slight budget increase for this event because in the last couple of years it has been hard to plan for this event and so we have increased the budget to make it easier and we really want to recognize the Board of Directors.
  + Special Board Initiatives- Budget for this is about $60,000.
  + Elections- This budget is divided in two parts, Stipends ($6,000) and Promotional ($4,000). For promotions there was a great increase, it is going from $600, which is the budget for this year, to $4,000 the budget for next year. Reason why there was such a big increase is because they are looking into doing a referendum in the fall and for that they would need to hold elections.
  + **Alhathal** states that he believes that there should be an increase in the College Senator’s budget. He suggested that there be $1,000 for each Senator (5 Senators total) per quarter. He also suggested there be another $1,000 added for a collaborative event among all of them working with the VP of External Affairs.
  + **Alhathal** asked if for Elections Budget, the Promotional part includes giveaways. He suggests that there be another $1,000 added to the Promotional part of the Elections budget. He states that CSUEB is one of the CSUs with the lowest student participation in election and there should be something done about it.
* Club Funding
  + Interim Executive Director **Pinlac** states that there was a $5,000 overall budget increase to the Club Funding Budget.
* Stipends
  + Interim Executive Director **Pinlac** states that there was a decrease in this budget because there was a policy passed by last year’s Board of Directors that the Board of Directors will serve various committees. It was harder in the past to keep track of student-at-large that serve in various committees.
* Training and Professional Development
  + Legal Trainings is costing $8,000 to $9,000 each time and so there are alternatives that are being looked at such as online trainings.
  + Communications
    - The Board Administrative Assistant, the President, the Executive Vice President and the Vice President of Finance get a separate stipend because they are available at all times for students.
  + Washington Trip
    - Budget for this is $9,000 and it includes transportation, logging, etc.
  + In-State Travel
    - CSSA – 4 people per month,
    - CHESS – Sacramento, CA
    - Lobby Courts and Districts
    - CSU Meeting in the Summer
    - Chancellor Visit
    - Fall Retreat
    - Winter Retreat
* Programming Council
  + Sustainability $5,000
  + Late-Night Study- $4,500
  + Political Event $5,000
  + Student Panels/Advocacy $10,000
  + Multicultural $5,000
  + Premier Events $5,000
* Marketing
  + Salary- There was an increase since there will be a full time position.
  + Supplies and Services- Printing supplies and lamination
  + Fund for Ads in the Pioneer Jobs Newspaper, Facebook, etc.
  + Equipment
    - $4,000 to $5,000 allocated for equipment
  + Training or Professional Development
    - Possibly $2,000
* Special Events
  + Fall 3 events for $4,000 each
  + Winter 2 for $5,000
  + Spring 2 events $1,500 each
  + Show Time At the Apollo
  + Comedy Show – $30,000
  + Spring Mayhem
  + Last Blast Pool Party -$10,000
  + Collaborations – Al Fresco
  + Orientations – Giveaways & Supplies
  + Homecoming ASI Reunion
  + Collaboration Fund
* Admin Budget
  + Office Supplies-$6,000/year
  + Shredding -$500
  + Miscellaneous - $500
  + Lounge Area - $2,400
  + Tickets (Cinema/Amusement Parks/other)
  + Contract and Services– $5,000
  + Insurance - $2,000
  + Small Fund- $1,000
  + Postages
  + University Police Department
  + Staff Retreat
  + Insurance Group
  + Staff Appreciation

**1:15:53**

1. ROUND TABLE REMARKS

**Pinlac**: There is a big WASC in the MPR right now so if you want to go please do so. I’ll be attending.

1. ADJOURNMENT

**Meeting adjourned at 3:34PM**

**Minutes Reviewed by:**

**VP/Chair of Finance**

**Name: Jordan Leopold**

**Minutes Approved on:**

**4-15-15**

**Date:**