

**ASI Finance Committee Special Meeting Minutes of April 15th, 2015**

1. CALL TO ORDER: Chair **Leopold** calls meeting to order at **2:13PM.**
2. ROLL CALL

Members Present Absent Members Guests

Jordan Leopold Martin Castillo Michael Ryan Cesena

Janeesha Jones Marguerite Hinrichs Stephanie Luna

Michael Lau Hendrix Erhahon

Erik Pinlac Ainsley Shallcross

Thamer Alhathal Marie Ibarra

Doris Lagasca

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

**Amendment I: (Lau) to add DISCUSSION ITEM - Start-Up Weekend, DISCUSSION ITEM – Ronin Anime Club, and DISCUSSION ITEM- Policy Change after DISCUSSION ITEM – Review of ASI Budget.**

**Amendments carry.**

**Agenda approved as amended.**

1. ACTION ITEM – Approval of the **March 6th , 2015 Minutes**

 – Approval of the **April 8th, 2015 Minutes**

**Motion: (Lau) to approve both the March 6th, 2015 and April 8th, 2015 meeting minutes.**

**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**

**VI**. DISCUSSION ITEM **– Review of ASI Budget**

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

* The 2015-2016 budget will show an increase on the salaries section for there will be a new full time position added which will be Marketing Coordinator. The budget also includes salaries for student positions that were not budgeted in before. The budget for benefits will also go up due to the addition of the new position and the budgeting of salaries for student positions.
* Supplies and Services also went up by $7,000 overall. Reason for this increase is so that there is more accommodation to the front desk operations such as the coffee and tea offered to students.
* Publicity and Printing went up as well since there is a wish to update the quality of printing. The Board and staff Polo’s also fall under this category and this is another reason why there was an increase.
* Under Contracts there is a big change of 56%, and that is because the printing contract was about $10,000 and it was moved to the Fees section.
* The Fees budget went down because Interim Executive Director **Pinlac** decreased the amount of money put into reserves. There is now a $25,000/year for reserves rather than the $57,000/year that was previously put in.
* In-State travel went up by .26% because there will be some conferences and retreats for the staff that would like to be implanted. Out-of-State travel also had a small increase.
* Communications was increased a bit because there is a contract made due to an iPad that has data service that Interim Executive Director **Pinlac** inherited and it was not included in last year’s budget.
* Equipment Under 5K- there was a decrease to this budget because a large portion of the budget was for purchasing computers for marketing but marketing does not need new computers every year.
* Staff and Development had a 201.84% increase so that the staff can better serve the board.
* Stipends budget was cut a little bit because there was over budgeting last year because there was an assumption that university wide committee members were going to be paid but most of the board took those roles.
* Club Funding went up by $5,000. Interim Executive Director **Pinlac** anticipated that there will be a need to increase for funding being that ASI will be participating in the Solar Awards, collaborations with Student Life and Leadership will happen, and ASI will possibly start sponsoring the ethnic graduations.
* Membership and Subscription fees is gone being there are no CSSA fees that have to be paid; each student pays that fee out of their tuition.
* Special Events Overall – $426, 750 - There was an increase of 1.12%. Majority of the money goes to the Board’s special events, Program Council special events and **Cochran’s** special events.
* Overall there is an increase of the general fund.
* Student Government Budget
	+ Special Events
		- Scantrons
		- Holiday Gala – What the board does for the staff in the form of a gift or lunch.
	+ College Senator budget increased due to increased participation in events. Last year it was only $2,000 so it would be $500 dollars for each senator.
	+ ASI Recruitment Week
	+ Awards /End of the Year Banquet budget was increased because it was decided that each board member will receive something to take away.
	+ Board Initiatives went down to $30,000 because there was a deficit.
		- Elections falls under board initiatives
* Executive VP **Ibarra** asked go back to the In-State and Out-of-State Travel budget. She then asked how many people are accounted for to go to CSSA meetings.
* Interim Executive Director **Pinlac** states that there are a total of 18. That is including all 14 board members and 4 staff members.
* Executive VP **Ibarra** asked if the 4 staff members that get to go to CSSA meetings is from designated staff members.
* Interim Executive Director **Pinlac** states that that information is not stated in the budget.
* Executive VP **Ibarra** asked to explain what Lobby Courts and Districts budget refers to.
* Chair **Leopold** states that Lobby Courts and Districts is when the Director of Legislature wants to meet with a local District Assembly member or Senator.
* Programming Budget
	+ Special Events
		- Fall $12,000
		- Winter $13,000
		- Spring $10,000 (Reason for this quarter budget being low is because ASI Special Events does more things and so there is less events for ASI Programming to hold)
	+ “Late Nights” are budgeted at $1,500 per quarter.
* Legal training has been moved to online which is free so there is only $1,000 dollars budgeted for it.
* Promotional Give Away Stuff
	+ Awareness Give Away budget is of $10,000 – For stuff to give away when holding a tabling event to bring awareness about anything from ASI to bullying.
* Marketing Budget
	+ There is budget for a full-time marketing coordinator.
	+ Laminates – The amount for this was $200 a year but marketing spends this budget in 2 months being that it is expensive and so it was tripled. Now it is $600 for laminates.
	+ General Supplies
		- Director of Programming **Cesena** suggested that there should be a budget for a roll of butcher paper to create posters, or it could be included in the budget already set for general supplies.
	+ Equipment
	+ Staff Development
	+ Total Increase for the Marketing Budget is 64% and that is mostly for the addition of the full-time marketing coordinator. Salaries are always one of the largest expenses.
* Director of Programming **Cesena** asked how accurate does ASI tend to under-estimate what the fees end up being.
* Interim Executive Director **Pinlac** stated that he and the Administrative Assistant to the Board of Directors **Sharma** are very conservative. The remaining budget of the year is allocated to other areas where there was over spending or it is allocated to areas where there wish to be an increase funding in for example the Spring Mayhem event. So as the year progresses it is being looked at.
* There was a slight increase in Salaries because some of the student assistants were not budgeted. Employee benefits went down with an increase of student positions. Student positions are able to

do 20 hours of work a week and it depends on how many students are hired. For example if there are 100 hours of work per week and there were 10 students hired then each student would work 10 hours a week.

* Senator CBE **Kandasamy** asked if a position of the Board of Directors in not filled, what happens to the stipend for that position.
* Interim Executive Director **Pinlac** states that the money allocated for that position goes to the reserves.

**Motion :(Lau) to make a recommendation of the budget to the ASI Board of Directors.**

**Motion carries.**

**40:42**

**VII.** DISCUSSION ITEM- **Start-Up Weekend**

Chair **Leopold** discusses the following:

* Start-Up weekend is one of the largest student lead programming events.
* There is a club that seeks out sponsorship and funding for the event.
* The Start-Up Weekend club is currently requesting $2,500 however; the cap for every club is $1,500.
* Chair **Leopold** wanted to bring it up for discussion that the Start-Up Weekend club get funded the extra $1,000 besides the $1,500 for a total of $2,500 that they requested.
* Interim Executive Director **Pinlac** states that originally the ASI Board wanted to do this under Board initiatives but being that there is enough club funding fund left then it seem to make more sense to combine it here. Also, the ASI Board will be occupied with the Executive Director search which interviews will take place in the following two Wednesdays. So there is no time for the board to approve the funding in time for the event.
* President **Alhathal** states there were 120 students that attended last year. This year there is an estimate of 150 students attending the event. Also the students were trained more for this event. President **Alhathal** states that it would be good to continue to fund this event as it is a great way to give students back there money on something very tangible. The event costs $15,000 so ASI would only be funding only about 17%. Last year the board funded the whole event so ASI is funding them less.

**47:00**

**VIII**.DISCUSSION ITEM – **Ronin Anime Club**

Chair **Leopold** addresses the following:

* This club wants to send their members to FanimeCon 2015, which is an Anime Expo.
* They want to send 12 of the members to the event which will take place in San Jose this year.
* Fun Fact: First FanimeCon event was at East Bay back in the 1990s.
* In the ASI Club Funding Policy it states that if the registration fee is over $50 then their club can only send 3 members. The registration fee for this event is $60.
* Their concern is that they have $700 disposable for conference registration but they cannot fully use it. Chair **Leopold** suggest that they allow 5 members to go.
* A concern that the Chair **Leopold** and other finance committee members have is how is their attendance to FanimeCon going to benefit the club and East Bay.
* The treasurer of the club sent in a statement stating how the club and CSU East Bay will be benefiting from attending the conference.
* President **Alhathal** asked that if they stated that they are volunteering than why they have to pay a fee.
* Interim Executive Director **Pinlac** stated that they still have to pay.
* President **Alhathal** agrees with Chair **Leopold’s** early suggestion that they fund only for 5 students to attend.
* Interim Executive Director **Pinlac** states that when changing a policy there be a change because something in the policy is constantly coming up. But if it is not then there is no need for a change in the policy.
* Chair **Leopold** states that the conflict of conference registration fee funding has been brought up a couple times by other clubs and organizations. They see that they have $700 for conference fee but they cannot fully use it. He states that he is trying to figure out a way to rewrite the policy but there still be limits. He feels that the current policy is a bit restrictive. He likes the idea of funding for 5 people if the registration fee is under $50 but usually registration fees are over $50.
* President **Alhathal** states that there was been issues before where a club had a registration fee that was $35 and they wanted to take a total of 7 members. However, before it was just a registration fee for any time of event. So there was a change in policy to state conference registration fee only.
* Chair **Leopold** states that FanimeCon is on May 22nd -25th. Conference Registration per person is $65. This Item will be discussed in the next meeting where the discussion will be whether the finance committee makes an exception for the Ronin Anime Club so that there are 5 members attending the FanimeCon instead of 3 members.

**1:00:38**

**IX.** DISCUSSION ITEM – **Policy Change**

Chair **Leopold** discusses the following:

* There were 3 things that stood out to Chair **Leopold** after reviewing it again
	+ Policy on Collaborative Events
		- Individual clubs can receive a total of $1,500 per quarter.
		- In a collaboration they can receive a total of $2,500 vs. $3,000
		- Chair **Leopold** would like to change the policy for it to state $3,000 vs. $2,500 for the total amount that clubs and organizations can receive together when they collaborate.
	+ Conference Fee
		- Chair **Leopold** has an idea of possibly increasing the rate of conference fee to be $75 or an agreeable amount.
		- Most clubs usually go to one to two conferences a year.
		- Increasing the limit from $50 to $75 or $80 would be the change and the number of people able to go or be funded would still be 3.
	+ Language of Amount Requested
		- 10% Rule
		- When a club can request $500 for food, with the 10% Rule the club would not receive the full $500 even though they can be funded a total of $500.
		- President **Alhathal** states that it is just a matter of the clubs understanding the language. He states that clubs can put $550 and with the 10% Rule they will get the total $500 for food that is possible. He also states that he believes that increasing the $2,500 limit to $3,000 is too much.
* Interim Executive Director **Pinlac** stated that there was an initiative to have clubs and organizations collaborate before they can come up to $2,500 that they can spend.
* Chair **Leopold** states that this Item will be discussed and possibly taken action in the next meeting.

**1:13:06**

**X**. ROUNDTABLE REMARKS

**Alhathal**: Since we do not have ASI Board meeting until May 6th, I have asked for the budgets to approve on May 6th.

**Leopold**: Thank you for all the feedback.

**XI.**ADJOURNMENT

**Meeting adjourned at 3:27PM**

**Minutes Reviewed by:**

**VP/Chair of Finance**

**Name: Jordan Leopold**

**Minutes Approved on:**

**5-6-15**

**Date:**