**Finance Committee Meeting Minutes of May 21, 2014**

1. CALL TO ORDER: Chair **Alhathal** calls meeting to order at **1:45PM.**
2. ROLL CALL

Members Present Absent Members Guests

Thamer Fahad Alhathal Ryland Babcock Randy Saffold

Edward Andreini

Stan Hebert

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

**Amendment I: (Andreini) to add “The Concord Ambassadors” as an Action Item.**

**Motion carries as amended.**

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

**Motion carries.**

1. ACTION ITEM – **Approval of April 25, 2014 Minutes**

**Motion: (Andreini) to approve the April 25, 2014 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.

1. NEW BUSINESS :
2. ACTION ITEM:  **Funding Policy Updates**

Chair **Alhathal** addresses the following:

* The Finance Committee doesn’t usually fund graduation, but since this year there is a little bit more money an exception will be made for only this year.
* ED **Saffold** questions if they will fund all graduation celebration or just the cultural ones. Chair **Alhathal** states that they will fund the cultural graduation celebrations.
* Chair **Alhathal** states that the policy states that they do not fund any activities held off campus, which has been in discussion with the Hiking Club’s situation. He wants the Finance Committee to consider approving funding events that are held off campus for club sports.
* ED **Saffold** states all of the Hiking Club’s events are off campus, because the committee has no funding vehicle for that. ED **Saffold** suggested that they continue to keep a limit on the off campus availability of funding by making a policy around club sports. Like club sports have special allotments for honorariums for coaches. For example, if the committee creates a policy specifically for club sports stating that they are allowed to have events that are funded off campus that revolve around the food purchases and etcetera, that would facilitate groups like this in the future. Especially when there are real club sports that may be starting later that have most of their activities traveling between campuses, they will need meals and things along those lines. They can do this one time to let this group go through and then have the policy move forward meaningfully into the future.
* Chair **Alhathal** states that he had a discussion with Martin Castillo and he said that they will be able to send the committee a waiver because that is what they do with housing.
* ED **Saffold** states that as long as it is approved by the campus, ASI doesn’t mind funding it.
* **Andreini** states that he likes the idea of just letting the allotment for this time if the campus approves it. Then updating the policy to reflect sports clubs to do it in the future if they primarily travel and restrict the other clubs so they can’t take advantage of that process.
* Acting VP, Student Affairs **Hebert** questions if they are adding that it is on condition that the events or activities are approved by the University.
* ED **Saffold** states that they cannot fund it unless it is preapproved by Student Life and Leadership, which is a foundation policy.

**Motion: (Andreini) to change the policy on club sports contingent on campus approval.**

**Motion carries.**

* Chair **Alhathal** refers to an Excel spreadsheet for all the club graduation events. All of the graduation celebrations are for the cultural clubs. Chair **Alhathal** states that he received 35 funding requests, which is the highest amount he has ever received, and the total is $18,415.
* ED **Saffold** states that there are some funding requests that would be denied based on current policy, but because there is some room in their funding this year the committee will be making a onetime exception for funding cultural related graduation celebrations and activities.
* Acting VP, Student Affairs **Hebert** states that if ASI has funding capacity then it would be helpful for some of the clubs. Their funding needs by and large go to unavoidable expenses of facilities, they do charge the participants fees so that they are trying their best to recover but there are facility costs that can’t be avoided.
* Chair **Alhathal** states that after they approve this the Finance Committee is still going to have $8,790 and they only have one week to fund more.
* Chair **Alhathal** states that none of the clubs are going to charge any of the students because most of the clubs have funding already, the committee is only funding for food and rental.
* Acting VP, Student Affairs **Hebert** questions if that is a condition that they don’t charge, because he believes that some have already started to collect.
* Chair **Alhathal** states that they are not charging for people to attend from the campus, only students from off campus will be charged according to one of the clubs.

**Motion: (Andreini) to approve the funding requests for cultural graduations.**

**Motion carries.**

* Acting VP, Student Affairs **Hebert** states that he would like to have a copy and a little bit of information on the location and the date for the events, more so for participation.
* Chair **Alhathal** states that usually after they fund Sneh makes a schedule of time, dates, and names of the club.
* ED **Saffold** states that the plan is to revisit this as a formal policy change for next year to just remove the restriction of cultural celebrations out of the policy.

**13:51**

B. ACTION ITEM: **The Concord Ambassador**

Chair **Alhathal** yields the floor to ED **Saffold** to address the following:

* ED **Saffold** states that he will be the representative for them since they are not here themselves because they are on the Concord campus. Ellen Griffith approached him to see if ASI can fund an event for the ambassadors. One of the questions that came up was if they were a legitimate student club and org why would they not use the club funding process; Ellen is running out of funding for the Concord campus for what she is going to do. ED **Saffold** states that he did this as an expedited request; although all of the paperwork is not in he does have email verification from Marguerite Hinrichs and Charlene Smith that they are a real club recognized by Student Life and Leadership and Marguerite is approving the event that they are going to have. ED **Saffold** further states that he does not have the details on the cost estimates but his proposal to the committee is to approve them for the event up to the limit of their available club funding, so that they will be able to be reimbursed for anything they spend. The concern is since its coming so late, there may not be able to have enough time to coordinate check requests with the University, especially since P card deadline for purchases was yesterday. Therefore the club may spend it themselves but be eligible for reimbursement only if ASI approves the expenditure before they expend it, as long as ASI does that then the club can be reimbursed with their receipts. ED **Saffold** further states that his proposal is that the committee approves the club not to exceed $1500 or whatever amount they have available.
* Chair **Alhathal** states that the club is eligible for the full $1500, but they requested $1710.
* ED **Saffold** states that Ellen has volunteered to cover the difference if she has enough money in her budget, if she cannot find the money ED **Saffold** will find that money in the admin budget to cover that event.
* Chair **Alhathal** states that the committee needs to see what they are going to spend the money on.
* ED **Saffold** states that they have the detailed list of what they are going to spend; they just don’t have the quotes on how much each thing is going to cost.
* ED **Saffold** states that in general the Concord campus wants to do something like Spring Mayhem for their campus.

**Motion: (Andreini) to approve expenditures for the Concord Ambassadors through ASI funding of up to $1500, contingent upon them filling out their appropriate paperwork.**

**Motion carries.**

**18:46**

VII. ROUND TABLE REMARKS

No roundtable remarks.

VIII. ADJOURNMENT

Meeting adjourned at **2:03PM.**

Minutes Reviewed by:

**VP/Chair of Finance**

**Name: Jordan Leopold**

Minutes Approved on:

**2-25-15**

**Date:**