**ASI Finance Committee Meeting Minutes of November 17th, 2015**

1. CALL TO ORDER: VP of Finance **Jones** calls meeting to order at **8:44AM.**
2. ROLL CALL

|  |  |  |
| --- | --- | --- |
| Members Present | Absent Members | Guests |
| Janeesha Jones | Erik Pinlac | Manpreet Singh |
| David Lopez | Doris Lagasca |  |
| Allison Lau | Marguerite Hinrichs |  |
| Courtney Miles |  |  |
| Ishita Thanki |  |  |
| Luis Cardenas |  |  |
|  |  |  |

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

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

**Motion carries.**

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

**Motion: (Miles) to approve the Minutes of May 6th, 2015.**

**Motion carries.**

1. ACTION ITEM—**Approval of Minutes of May 18th, 2015**

**Motion: (Miles) to approve the Minutes of May 18th, 2015**

**Motion carries.**

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. UNFINISHED ITEMS:

No unfinished items.

1. NEW BUSINESS ITEMS:
   1. INFORMATION ITEM-**Introductions**

* Student-At-Large **Miles** said she is a Political Science major and she is addicted to Nutella.
* Student-At-Large **Narez** said he is a third year Construction Management major and he is looking forward to the year.
* Student-At-Large **Lau** said she is a third year Finance major.
* VP of Internal Affairs **Cardenas** introduced himself andsaid he is committed to coffee, not addicted.
* President **Lopez** said he is doing Master’s in Public Administration.
* VP of Finance **Jones** said this is her second year in ASI. Last year she was on the Finance committee as the Vice Chair and now she holds her current position.

**8:00**

* 1. INFORMATION ITEM- **Vice Chair**
* VP of Finance **Jones** said in the next meeting or this current one they will be appointing a Vice Chair of the committee. This year everyone will have a specific task and they all will be reporting to the committee of what they do. The Vice Chair will run the meeting in place of her if she cannot attend.
* President **Lopez** said she needs a Vice Chair. The way it works is that they can nominate someone or it can be a self-nomination.
* VP of Finance **Jones** said last year the chair nominated people, but the committee can nominate too. This year she plans on nominating. She nominates **Courtney Miles** to be her Vice Chair. She has Board of Directors experience, she is a political science major and she understands Roberts’s rules so she thought she would be the best fit. She asked if she accepted the position and if there were any other nominations.

**Motion: (Jones) Courtney Miles for Vice Chair.**

**Motion carries.**

* VP of Finance **Jones** recognized Student-At-Large **Thanki** to the meeting and filled her in what she missed and asked her to give a short introduction about herself.
* Student-At-Large **Thanki** said she was previously on the Elections committee as a Student-At-Large and now she is on the Finance committee. She is a Computer Science graduate student.

**12:00**

* 1. INFORMATION ITEM- **Robert’s Rules of Order**
* VP of Finance **Jones** states that she has a quick PowerPoint to get everyone introduced to it. It’s basically to go over Robert’s Rules and to show how it works. VP of Finance Jones stated that if anyone has any questions to feel free to ask during or after it.
* VP of Finance **Jones** explained how a standard agenda is. Committee members will see how decisions are made and extra functions. The agenda looks like what was emailed out to everyone. First is the Call to Order which is either by the chair, the Vice chair which is to summon the meeting and start it, roll call, approval of the agenda, approval of minutes of the last agenda, public comment which is for any member of the public to come speak to the committee.

Then there are different business items, reports, special reports either by the chair, officers or committee member’s advisors. Our president will be making a special report later on in the meeting. Unfinished business will be information, discussion or action items from previous meetings that we did not finish speaking on. New business would be anything that is brand new to the committee that we never talked

about before. After are round table remarks which are open up to the committee to speak about whatever they want to speak about and then adjournment.

* VP of Finance **Jones** stated that she runs the meetings, calls on members to speak on any questions they have or any comments they want to make during the meeting. They have to be called on to speak. She also creates the agenda and she has the ability to move matters along or stop a discussion. The Vice chair would assist the chair’s efforts and record minutes. The members have to be present.
* VP of Finance **Jones** said the committee members all have voting powers and the ability to motion or debate things. They are the active force and without the committee members there couldn’t be any meetings to get things done. Our advisors are here to support, assist and advise us. We have Executive Director **Pinlac**, **Doris** who is the budget analysis for ASI, **Marguerite Hinrichs** who is the Director of Students Life and Leadership, and President **Lopez** who is an advisor to the committee. Volunteers would be people that aren’t official members of the committee who want to help out and have no voting power. They help bring in an extra voice. They might have a volunteer this year.
* VP of Finance **Jones** stated how decisions are made. They need quorum in order to conduct any meeting which is fifty percent plus one, so three out of the four members must be present. Standard voting is raising your hand. When you vote you say “I” or “Nay” when a voice vote is needed. There are different forms of voting. There’s roll call vote which is when you say your name you would vote “I, Nay or abstain” and the majority vote always passes the decision so fifty percent plus one. In order to make a motion someone has to say “I motion to blank” and then a second must be called after in order for us to make a decision on something.

For example, if you wanted to motion to amend the agenda to never have a meeting again you would put “I motion to amend the agenda to never have a meeting ever again.” Then someone else would have to say “I second that amendment.” Afterwards the chair like me would say your name and then the person that seconds and then ask if any discussion then that opens up the floor for people to discuss why they motioned that. Afterwards we would go to a vote and create amendments, discussion or table business.

* VP of Finance **Jones** stated that you can debate on a motion. After a motion is offered it can be discussed. If there is no discussion then we move on to a vote. Extra functions, point of order is to make sure that the rules are being followed. Any member can call point of order but VP of Finance **Jones** has to approve it as the chair. Call to question ends all discussion on a matter if we are discussing a funding request and two members are going back and forth on it. Anyone in the committee can say “call to question” and end discussion and we go straight to vote. Point of clarification is if you guys have questions on something that we’re talking about in you would say “point of clarification what does x mean?”

**17:39**

* 1. INFORMATION ITEM- **Welcome Packet**
* VP of Finance **Jones** stated that this packet was sent out to everyone in an email. The welcome packet is an introduction to ASI it lets you know what we stand for and what we do. There is another debriefing about Robert’s Rules of Order, it’s a cheat sheet the members can have with them at all times. Some tips on how to be a great committee member is responding to emails on time and being on time to committee meetings. Make sure to take down important information when they are writing notes. Respect each other and always make fair decisions. After that she put the purpose and duties of the Finance committee and specifically the Finance committee codes. The Finance committee assumes the responsibility of overseeing and managing the overall financial aspects of the corporation. We report the year end physical audit process to the cooperation, develop and recommend policies and procedures to the Board, participate in the preparation of budget revisions and annual budget recommendations, develop and recommend policies and procedures for student club and organizations funding, review club and organization funding request, and research and implement initiatives for fundraising in cost saving for the corporation.

**19:16**

* 1. INFORMATION ITEM- **Committee Debrief**
* VP of Finance **Jones** stated that at this point in time she tells everyone what she has in mind for the committee and it can be made a discussion, but just to let everyone know in previous years the Finance committee was mainly just in charge of club finding the president of finance would show you guys the budget and the committee would just sort of look at it and approve and keep moving. She wants to make this a very interactive committee this year so some things she has in mind are two of the members on a rotating bases will be charge of club funding. It will be their duties to make sure that our policy is on check, you will be going over funding requests sending them and approving them and then sending them to her for a double verification.
* Then two of you will be helping her create sustainable financial models that will benefit ASI and the east bay campus. Our current budget is in the green and we need to find feasible ways to spend that with that being said she is giving it to her committee to help her find the best business practices that ASI can invest in that will benefit us, the campus and the students. There have been a lot of students have been coming to her with ideas such as a business incubator project. That is something that she wants the committee to research, get a proposal down and ready for, they will then present it to each other, the Board and the university. This is what she wants to committee to focus on this year. She plans on them meeting a lot because this is heavy information and takes time. They will have more meetings than just two a month.

**21:42**

* 1. DISCUSSION ITEM- **Club Event Presentation (Presented by Ishita Thanki)**

VP of Finance **Jones** yields the floor to Student-At-Large **Thanki.**

* VP of Finance **Jones** said this was a club event that was funded but needs to be presented to the committee beforehand.
* Student-At-Large **Thanki** said that she is a member of this committee and the VP of the Indian Student Associate, VP for the International Student club and the President for the Laughter Club. The Diwali event is a collaborative event. They are 4 clubs, along with the Sikh Association too. She wanted to explain about Diwali and how it is the first event on the campus like this and why the clubs are collaborating on this. She talked about the individual clubs involved, the event agenda and how the event is planned in regards to the funding, budget and marketing. She talked about the clubs and what they stand for. She mentioned events that each club has done such as the Holli event. She showed pictures about each club and what they do with events.
* Student-At-Large **Thanki** said Diwali is Indian New Year called the festival of lights. She explained more about Diwali, where it came from, its background and its importance within the community. She also explained the Sikh perspective on Diwali. She said Diwali is to celebrate joy and removal of darkness. For the event she said they had 5 sub committees with meetings on a regular basis. The committees were marketing, food, decoration, finance, hosting and performances and volunteers. They have 40 volunteers to help with the event. People are very excited for this event from all races. She broke down their expenses and talked about their sponsor.
* President **Lopez** asked from the budget sheet being presented what the $155 miscellaneous was.
* **Manpreet Singh** said it was small things like the water and sodas.
* Student-At-Large **Thanki** explained the different Indian foods they will have there. The event will be on the 20th of November at 5PM and onwards.
* President **Lopez** asked what her expected attendance was.
* Student-At-Large **Thanki** said 300 people.
* VP of Finance **Jones** asked if they marketed to housing because they are most likely the best target for people to attend on a Friday night past 5.
* Student-At-Large **Thanki** asked if future clubs need to present hard copies when presenting about their club event and budget.
* VP of Finance **Jones** said yes.

**40:38**

* 1. INFORMATION ITEM- **Club Funding Policy**
* VP of Finance **Jones** said she made edits to the already approved policy done from the summer Board because she found past edits that have not been added in. Club funding was halted for a week. From this point on any changes come from the committee as a whole. She went into details about the Club Funding policy.
* Among other things she went over the Mission Statement “The mission of the Finance Committee is to support student organizational activities that will directly enhance on-campus life, and allow students to develop leadership and other skills. The Finance Committee is entrusted with the responsibility of ensuring that funds are allocated sensibly & as fairly as possible” and went over the details of the club funding policy.”
* She specifically emphasized the funding limits, “Funds will not be allocated for expenses concerning: alcohol, clothing (hoodies, stoles, hats, socks, pants, etc.), graduation parties, university departmental activities/events, award ceremonies,

events solely to publicize a student club or organization or group student club or organization meetings, meeting food, no funding of fundraisers which solely benefit a student club or organization, funds will also not be allocated where the primary spending will be used: for personal benefit of certain individuals, to finance political campaigns or candidates, to violate CSUEB policies, or local, state, or federal law and to support university departmental activities.”

* She also talked about the club funding timeline. “Visit the ASI website & complete the Funding Request Form. Get signatures from the student club or organization’s President, Faculty Advisor & Student Life Advisor. Turn in the completed Funding form & all supporting funding documents at the ASI Business Office. If the organization’s funding request is approved, Student Life & Leadership will provide documentation for the student officer to take to the first floor of the Student Service Building at the bay card/club funding counter. Organizations may purchase approved items after meeting with the Finance Coordinator at the Accounting Office.”
* All the details can be read in more depth from the Club Funding Policy.

**59:37**

1. SPECIAL REPORTS:
   1. **David M. Lopez, ASI President/CEO**

* President **Lopez** congratulated them to the Finance committee and said their role is very important and is to oversee the budget. At the end of the school year the Board will approve the budget they create for next year. This committee also deals with club funding. They have voting rights. He talked about the makeup of the ASI Board members including the VPs, Senators, and Directors. They have 5 full time staff members. He broke down the departments within the ASI organization and the student positions that work under ASI. He explained some things that ASI does and what they stand for. He explained a few events that they put on and that they do resolutions. ASI is the main voice of the 15,000 students. He explained his role as President; he is an advisor to this committee and oversees the whole ASI organization. He is the CSSA voter designee and he is here for any help or questions. He said he responds best with text messages. He said being a part of the Finance committee means they have a vital role in the organization. They handle the budget
* and this is very important. He said they will gain how a nonprofit auxiliary works and how ASI works. They will also learn Roberts Rules which is difficult at first but with practice they will get the hang of it. He thanked them for their participation and he said he is looking forward to a good year with them all.

**1:06**

1. ROUND TABLE REMARKS

**Lopez:** Good job on her first meeting. It’s On Us is this week outside the old UU from 11-2PM they are giving out lanyards. They have their first Senator event at 2PM. They will have crispy cream donuts.

**Thanki:** Thanked VP of Finance **Jones** for revising the policy and everything that she does. She also thanked everyone else in the room for their presence.

**Cardenas:** VP of Finance **Jones** gave a lot of time and effort for this committee and the members should give this committee their all and be truly committed to the committee.

**Jones:** Thanked the committee and wants more participation from the committee members especially for the next meeting coming up.

1. ADJOURNMENT

Meeting Adjourned at **9:49AM.**

Minutes Reviewed by:

**VP of Finance**

Name: Janeesha Jones

Minutes Approved on:

**11-23-15**

Date: