**Finance Committee Special Meeting Minutes of January 5, 2017**

1. CALL TO ORDER **AT 2:05 PM**
2. ROLL CALL

**Present**: R. Khorasani, J. Coreas, A. Singh, H. Erhahon, K. Adams, and M. Huynh

**Late**: A. Lopez

**Not Present**: C. Jeffers, M. Castillo, E. Pinlac, D. Lagasca and M. Hinrichs

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

Motion to approve the agenda by **J. Coreas, s**econded by **A. Singh**, motion **PASSED**.

1. ACTION ITEM – **Approval of the Minutes December 1st, 2016**

Motion to approve the minutes of December 1st, 2016 by **J. Coreas**, seconded by **A. Singh**, motion **PASSED**.

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.**

 Adams: The dance department was offered a trip to Hawaii. They were given some funding but there are more students than funding. The event is February 6th in the University of Hawaii; it is only an event for students at CSUEB and the University of Hawaii.

1. UNFINISHED ITEMS:
	1. ACTION ITEM – **Finance Committee Tabling Hours For Winter Quarter**

They discussed A. Singh and A. Lopez on Mondays from 12:00pm-2:00pm, J. Coreas and C. Jeffers from 12:00pm-2:00pm. J. Coreas said he can only be there from 1:20pm-2:00pm. R. Khorasani wants all members to be there before approving this.

Motion to table this action item for the next meeting by **J. Coreas**, seconded by **A. Singh**, motion **PASSED**.

**14:10**

* 1. ACTION ITEM – **Finance Committee Office Hours For Winter Quarter**

They decided to have office hours if they cannot table. J. Coreas will have office hours from

1:00pm-2:00pm on Thursday and A. Singh will be the tabling hours. A. Lopez and C. Jeffers

have confirmed. Officer hours cannot change unless they bring it as a discussion item.

Motion to approve the office hours for winter quarter **A. Singh**, seconded by **J. Coreas**, motion **PASSED.**

**17:10**

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Clubs and Organizations Funding Requests**

They have nine requests. There is enough time to go over all of these requests. Everyone go over the request and if they have any questions ask him. Depending on how many requests there are they have to divide the reviews. First come first serve will be the way they decided who gets what packet.

**23:14**

* 1. INFORMATION ITEM – **Finance Policy updates**

C. Jeffers still needs to send him the audit report before talking about it but he has a survey they wanted to conduct. They want to check back on students and ask if they have any suggestions. They went over the survey and added things to it. R. Khorasani will open it as a google drive so they can all edit it and work on it. They will discuss this more next Thursday.

**35:40**

1. ROUND TABLE REMARKS

**Khorasani**: They will try to complete the funding requests by today, they will complete all three.

1. ADJOURNMENT **AT** **2:42 PM**

Minutes Reviewed by:

**VP of Finance**

Name: Reza Khorasani

Minutes Approved on:

**1-10-17**

Date: