**Finance Committee Emergency Meeting Minutes of January 10, 2017**

1. CALL TO ORDER AT 2:08 PM
2. ROLL CALL

**Present**: R. Khorasani, J. Coreas, C. Jeffers, A. Singh, K. Adams, and J. Irrera

**Late**: A. Lopez

**Not Present**: H. Erhahon, M. Castillo, E. Pinlac, D. Lagasca, and M. Hinrichs

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

Motion to approve the agenda by **J. Coreas**, seconded by **C. Jeffers,** motion **FAILED.**

Amendment to move Action Item A to the end.

Motion to approve the Amended the agenda by **J. Coreas**, seconded by **C. Jeffers**, motion **PASSED**.

1. ACTION ITEM – **Approval of the Minutes January 5th , 2016**

Motion to approve the minutes of January 5th, 2017 by **A. Singh**, seconded by **J. Coreas**, 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.**

 **K. Adams** and **J. Irrera**: The dance department at CSUEB received an invitation to the University of Hawaii. It is a class offered at CSUEB they are trying to go as a class to the University. They have done a couple of shows on campus and around the bay area. They will be engaging with students, professors, and faculty of different cultures. At the end of the trip the students from East bay and Hawaii will perform for the community. The total amount for each student is $870 the total for all 3 student is $2,610. They will set up a meeting with R. Khorasani this week.

1. UNFINISHED ITEMS:
	1. ACTION ITEM – **Clubs and Organizations Funding Requests**

The Finance Committee was not able to review the funding requests because BaySync does not work. They will table this for next meeting. If there are events that are coming up they can go ahead and send R. Khorasani an email so he can go ahead and review it to accept it as soon as possible.

**1:10:18**

* 1. DISCUSSION ITEM – **Funding Evaluation Form**

The Finance Committee discussed the funding evaluation form, in order to evaluate ASI funding process and discussed some changes. R. Khorasani will send the form out.

**35:40**

* 1. DISCUSSION ITEM – **Finance Committee Audit Policy**

The Vice-Chair informed the committee about the progress of the new policy updates. This is a new policy; there is no process for it they will decide what goes in this policy. They discussed that all ASI funded events are subject to in person audits without notice. If they find anything in violation they have an opportunity to talk to the ASI Finance committee about it. They want to create a survey for the finance committee member that attends the event.

Motion to table Discussion Item C to the end of the meeting by **C. Jeffers**, seconded by **J.** **Coreas**, motion **PASSED**.

1. NEW BUSINESS ITEMS:
	1. INFORMATION ITEM – **December Budget Report**

The V.P of Finance/CFO Khorasani informed the committee regarding budget updates and discussed the December Budget Report.

 Motion to go into a closed session by **J. Coreas**, seconded by **A. Lopez**, motion **PASSED**.

1. ROUND TABLE REMARKS

**R. Khorasani**: They will not be having a meeting on Thursday since they had this emergency meeting. Starting next week they will meet on Tuesdays from 2:00PM top 4:00pm and everyone should be tabling next week. He explained to the committee members what they will be doing while tabling. They need to bring a laptop or they can rent one from ASI.

1. ADJOURNMENT **AT 3:52 PM**

 Minutes Reviewed by:

 **VP of Finance**

 Name: Reza Khorasani

 Minutes Approved on:

 **1-19-17**

 Date: