**Finance Committee Special Meeting Minutes of January 19, 2017**

1. CALL TO ORDER **AT 2:04 PM**
2. ROLL CALL:

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

**Late**: H. Erhahon, A. Lopez, and E. Pinlac

**Not Present**: M. Castillo, D. Lagasca, and M. Hinrichs

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

**Motion** to amend the agenda of **January 19, 2017** by **C. Jeffers**, seconded by **J. Coreas,** motion **PASSED.**

1. ACTION ITEM – **Approval of the Minutes of January 10th, 2017.**

**Motion** to approve the minutes of **January 10th, 2017** by **A. Singh,** seconded by **C. Jeffers,** 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.**

**Carolyn McKeithen** member of the Black Student Union, Legislative Affairs and University Affairs is brining awareness about the program Blessing the Streets where they will be bringing items to the homeless. They will kick off Black History month with Black Power and Chill on the first Friday of the month. They have a funding request to help feed 50-60 people with three different choices of sandwiches.

**Manie Alkhaldie** will be planning gathering with international students. **Alkhaldie** would like to request money for t-shirts and for catering.

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Student Travel Funding Request for Karin Adams, Jessica Irerra, and Megan Briceno**

The girls are trying to travel to Hawaii to meet with the students from the University of Hawaii to spread the message of inclusivity. They have been invited by the university to attend an intensive, which is a day or taking master classes and spreading culture. There are five other students who will be attending and these three have been accepted but due to funding might not be able to attend. For the cost of the flight it will be $450 each, registration is free and will be staying at a hostile. The cost for all three is $2,610. It will not cover food so they will need to pay for their own food.

**Motion** to recommend this to Board of Directors for action by **C. Jeffers**, seconded by **A. Singh**, motion **PASSED**.

**19:19**

1. UNFINISHED ITEMS:

**A**. ACTION ITEM **– Finance Committee Audit Policy**

It should be called Club Funding Policy and not Audit policy because it makes it seem as if they are being audited. **E. Pinlac** believes this should be a part of the Club Funding Policy that way the policy does not get lost and people will be kept up to date. The Finance committee will be auditing the clubs by making sure they are serving and allowing the students they had promised.

 **Motion** to table the audit policy to the next finance committee meeting by **C. Jeffers**, seconded by **J. Coreas**, motion **PASSED**.

**33:19**

 **B**. ACTION ITEM – **Clubs and Organizations Funding Requests**

Two club funding request, one did not respond. The other is form the Natural Hair Product organization. She will be teaching how to make and use the products. They have not submitted the program form. The peer mentors club is requesting funding for valentines.

**40:26**

1. NEW BUISNESS ITEMS:

**A.** DISCUSSION ITEM – **Student Travel Funding Request for Julius Romel P Fernandez**

**Julius Romel P Fernandez** was invited to a Harvard Conference. He was able to train other students and he will represent California State University, East Bay at the conference and if it allows he would like to create a similar program with a Cal State touch. He believes it is possible since it is one of the most diverse regions of the nation and believes it will help people across the state and Cal State system.

**49:49**

1. REGULAR ITEMS:
2. DISCUSSION ITEM – **Student Funding Comments & Concerns**

**Manie Alkhaldie** would like to know how to ask for a funding request and would like to help students create their resumes. Alkhaldie would like to know what he is allowed to do and what he cannot do. Students cannot be charged for their seats and it will not be funded if it is an off campus. R. Khorasani explains the Do’s and Don’ts of funding requests as well as how and where to submit the forms. The forms can be found on BaySync.

**1:03:20**

1. NEW BUISNESS:

**A.** DISCUSSION ITEM – **Student Travel Funding Request for Linda C Beverly**

The student has already traveled and submitted their funding request after the date.

**Motion** to table this item indefinitely by **A. Singh**, seconded by **A. Lopez**, motion **PASSED**.

**1:05:23**

**B**. DISCUSSION ITEM **– Marketing Flyers**

**R. Khorasani** had each member prepare a flyer and has explained past flyers.

Each committee member will have a different topic based off of the items that are completed in the Finance committee as well as the different types of funding.

**1:10:57**

1. UNFINISHED ITEMS:
	1. ACTION ITEM – **Funding Evaluation Form**

Logan’s form was reviewed and seemed to be up to date. The fund was deferred because it was sent to the Board Assistant Sneh Sharma and will approve the fund once the sheet has been sent out. Sabrina Tran, from December 11th, will be going to a conference Beta Alpha XI is ready to go to their conference; all documents have been turned in. Alpha Phi event denied due to incomplete paper work. **R.** **Khorasani** is explaining how to allow the members to fix their forms as well as telling them they are not allowed to defer a form or fund. He continues to go over the procedures of sending emails in order for the students to know how and to who they should respond. Many funding requests are running out of time due to how long the committee is taking to approve the request. **R**. **Khorasani** decided to go one by one to review and approve or deny if needed.

**Motion** to approve the funding evaluation form by **A. Lopez**, seconded by **A. Singh**, motion **PASSED**.

1. ROUND TABLE REMARKS

**No Roundtable Remarks.**

1. ADJOURNMENT at **4:05 PM**

Minutes Reviewed by:

**VP of Finance**

Name: Reza Khorasani

Minutes Approved on:

**2-2-17**

Date: