**Finance Committee Meeting Agenda Minutes of February 21, 2017**

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

**Present**: Reza Khorasani, Jahiro Coreas, Crystal Jeffers, Michelle Fletcher, and Mylan Huynh

**Not Present**: Hendrix Erhahon, Martin Castillo, Erik Pinlac, Doris Lagasca, and Marguerite Hinrichs

**Late**: Alexis Lopez

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

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

 Amend the agenda to move Discussion Item A until Alexis Lopez arrives.

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

1. ACTION ITEM – **Approval of the Minutes of February 14, 2017.**

Motion to approve the minutes of February 14, 2017 by **J. Coreas,** 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.**

 No public comment.

1. UNFINISHED ITEMS:
	1. DISCUSSION ITEM – **Vice-Chair Elections**

The Finance Committee discussed nominations of a new Vice-Chair. Crystal Jeffers will remain vice chair until the end of the quarter. For next quarter she will not continue in the committee. Jairo Coreas and Alexis Lopez were nominated for vice chair; they both accepted the nominations and the committee will vote next week.

**55:10**

* 1. ACTION ITEM – **Student Travel Funding Request for Michelle R Fletcher**

The Finance Committee discussed Student Travel Funding Request for Michelle R Fletcher. She is attending a conference at Yale University. The conference registration and lodging is already payed for she only needs money for transportation and air flight. They will take action on this item next week on Tuesday.

**15:50**

* 1. ACTION ITEM – **Increase funding Limit for Student Travel Scholarship Policy**

The Finance Committee discussed potentially increasing the funding limits for Student Travel

Scholarship Policy. A concern that came up is that this puts the club funding limit under the student travel funding limit. Clubs and organizations might go through this route to obtain more funding.

Motion to approve the Action Item C the in state travel policy for individuals will be $500 dollars, out of state will be $1,000, up to 3 students can be funded $1,000 dollars in state and $2,000 dollars out of state when applying as a group by **C. Jeffers**, seconded by **J. Coreas**, motion **PASSED** (2-1-0)

**28:05**

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Student Clubs and Organizations Funding Policy Revisions**

The Finance Committee discussed necessary revisions to be made to the Club funding policy. They have utilized 30 percent of the budget so far. At this point in time they were supposed to be at least at 50 percent. Since they were not utilizing the money enough they were suggested raising the limit for club funding.

**36:31**

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

In this section of the meeting, the Committee will hear all comments and concerns that any student may have in regards to ASI Student Funding policies & Procedures. They received one email stating that an organization has requested funds in January but no one has got back to them. Ajju Singh was in charge of the request but he resigned and Reza Khorasani went ahead and approved their request.

**39:59**

* 1. ACTION ITEM – **Clubs and Organizations Seed Funding Requests**

The Finance Committee took action regarding Seed funding requests made by Student Clubs and Organizations. Reza Khorasani has already approved the request but no one has requested any seed funding.

**40:21**

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

The Finance Committee took action regarding funding requests made by Student Clubs and Organizations. Black Scholars Organization wants to get funded to buy books for an event. The book is about medicine, lack of medical ethics, and the history behind Henrietta Lacks and other medical procedures in the past. They want to order 30 books; the books are about 10 dollars per

book right now. They are asking for $472 dollars. This event will take place next quarter. They will look for cheaper options so that they can get more books but the amount can stay the same. The only problem they had is with the flyer; it is missing the time, date and contact information. Reza Khorasani will reopen the form so she can fix those changes. They discussed pending funding requests. Tau Kappa Epsilon has already maxed out their limit for this quarter. **Reza Khorasani** VP of Finance Committee has to talk to some of the organizations about the amounts that they are requesting for. They will have an emergency meeting on Thursday to discuss the issue with the organization.

**1:29:20**

1. ROUND TABLE REMARKS

 **Khorasani**: He needs to share 3 documents with them. Three people are interested in joining the committee. He wants the committee to interview them by Tuesday because they have 3 empty seats right now.

1. ADJOURNMENT **AT 3:45 PM**

 Minutes reviewed by:

 **ASI** **VP of Finance**

 Name: Reza Khorasani

 Minutes Reviewed on:

 **2-28-17**

 Date: