**Finance Committee Special Meeting Minutes of November 21, 2016**

1. CALL TO ORDER **AT 2:00 PM**
2. ROLL CALL

**Presen**t: R. Khorasani, J. Coreas, C. Jeffers. A. Lopez, A. Singh

**Late:** H. Erhahon and E. Pinlac

**Not Present:**

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

Motion to approve the agenda of **November 21, 2016** by **A. Lopez,** seconded by **A. Singh,** motion **PASSED.**

1. ACTION ITEM – **Approval of the Minutes November 3rd , 2016**

Motion to approve the minutes of **November 3rd, 2016** by **J. Coreas**, second by **A. Lopez**, 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. SPECIAL PRESENTATIONS

**Finance Committee New Members –** The V.P of Finance/CFO Reza Khorasani, introduced the new members of the Finance Committee. New members of the committee presented themselves to the other members.

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Finance Committee Vice-Chair Election**

The Finance Committee discussed the candidates for Vice-Chair position of the Finance Committee. Two of the current members, **C. Jeffers** and **J. Coreas**, are interested in taking the Vice-Chair position of the Finance Committee. Each received two minutes for their oral presentation on why they deserve to fulfill the position.

Motion to go on a three minute recess by **C. Jeffers**, second by **A. Singh**, motion **PASSED**.

Entered at **3:07 PM**

Both candidates would like to take on more responsibility as well as take on important roles. Crystal Jeffers was elected as the new Vice-Chair position for the Finance Committee.

* 1. DISCUSSION ITEM – **Student Travel Funding Policy Revisions**

The Finance Committee discussed updating the Student Travel Funding Policy. It only funds one student for their travel but it does not specify how many students can attend the same conference. Make it a BaySync form instead of a hard copy. C. Jeffers and J. Coreas discussed and worked on a correction for the application. A google doc will be created to help work on the policy.

**15:54**

* 1. DISCUSSION ITEM – **Student Clubs and Organizations Funding Policy**

The Finance Committee discussed updating Student Clubs and Organizations Funding Policy. The deadlines should be added to the policy in order to have enough time to process the event to provide the money before the event. Not a lot of the clubs request funding, and there is a process to request their limit of 1500 to rise.

* 1. DISCUSSION ITEM – **Seed Money Funding Policy**

The Finance Committee discussed updating the Seed Money Funding Policy. R. Khorasani would like to place the annual seed allocation application on BaySync so that students can apply for this as well. The policy and the application are on the same page. R. Khorasani would like to raise the amount of the seed money allocation because he believes $100 is not enough to start a club and keep it running. H. Erhahon loves the idea of moving it to BaySync but believe not everyone is good at using the site so it is best to keep the application on the existing site for those who do not feel comfortable using BaySync. The money is not to start up the club; it is to help provide supplies to the clubs.

* 1. DISCUSSION ITEM – **Funding Request Review Sheet**

The Finance Committee discussed creating a Funding Request Review Sheet. The review sheet is to help you know what it is you are exactly looking for. It’ll help look for the basic information that is important when requesting funds.

**35:20**

* 1. DISCUSSION ITEM – **Funding Auditing Process**

The Finance Committee discussed the method of auditing organizations funded by ASI Finance Committee. Auditing potential clubs that have been reviewed and evaluating the event the funds were provided for. To makes sure they do not provide more than what is necessary. The committee member will complete two audits. E. Pinlac does not feel comfortable interrupting events and believes it is more important to make sure the event happens and as long as it falls under the correct title, there shouldn’t be a problem.

* 1. DISCUSSION ITEM – **Finance Committee Meeting Times For Winter Quarter**

The Finance Committee discussed a meeting time for the Finance Committee for winter 2017 quarter.

Complete the doodle to finalize the meeting time by this weekend.

1. UNFINISHED ITEMS:
	1. ACTION ITEM – **Student Travel Funding Request From Monika Ifah**

The V.P of Finance/CFO **Reza Khorasani** provided information for newly appointed Finance Committee members regarding their position and duties

Actions need to be retaken because of the new members. They have all been approved and are returning for their funds.

**Motion** to approve **Monika Ifah** student travel funding request by **C. Jeffers**, second by **A. Singh**, motion **PASSED**.

**48:00**

* 1. ACTION ITEM – **Student Travel Funding Request From Jingyun Yao**

The V.P of Finance/CFO **Reza Khorasani** provided information for newly appointed Finance Committee members regarding their position and duties

**Motion** to approve **Jingyun Yao** student travel funding request **A. Lopez**, second by **J. Coreas**, motion **PASSED**.

* 1. ACTION ITEM – **Student Travel Funding Request From Carolina Reyes**

The V.P of Finance/CFO **Reza Khorasani** provided information for newly appointed Finance Committee members regarding their position and duties

* 1. ACTION ITEM – **Student Travel Funding Request From Kemi Siobal**

The V.P of Finance/CFO **Reza Khorasani** provided information for newly appointed Finance Committee members regarding their position and duties

* 1. ACTION ITEM – **Student Travel Funding Request From Moises Meneses**

The V.P of Finance/CFO **Reza Khorasani** provided information for newly appointed Finance Committee members regarding their position and duties.

**C, D, E**

Motion to fund **Moises Meneses, Carolina Reyes**, **Kemi Siobal** for their student travel funding request by **C. Jeffers,** second **J. Coreas,** motion **PASSED.**

1. ROUND TABLE REMARKS

**J. Coreas**: Happy Thanksgiving

**Everyone**: Travel safe.

**R. Khorasani:** next meeting will be discussion about tabling.

1. ADJOURNMENT **AT 2:56 PM**

Minutes Reviewed by:

**VP of Finance/CFO & Chair**

Reza Khorasani

Approved On:

**12-1-16**

Date: