**Finance Committee Special Meeting Minutes of December 1, 2016**

1. CALL TO ORDER **AT 12:06 PM**
2. ROLL CALL

**Present**: R. Khorasani, J. Coreas, C. Jeffers, A. Lopez, H. Erhahon, E. Pinlac, C. Delgadillo, M. Huynh, N. Pakpour, H. Wong and J. Peckham

  **Late**:

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

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

Motion to approve the agenda by **C. Jeffers**, seconded by **A. Lopez**, motion **PASSED**.

1. ACTION ITEM – **Approval of the Minutes November 21st , 2016**

Motion to approve the minutes of November 21st 2016, by **C. Jeffers**, 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.**

No public comment.

1. UNFINISHED ITEMS:
	1. DISCUSSION ITEM – **Hack Day Funding Request**

The staff of Hack Day wants to host another Hack day event. They received 61 people at the first Hack day event. The students who attended were not just science majors it was different students in different majors. The event is a 12 hour event and will provide food. They want to have 100-120 students come out to the event. They are advertising and making videos. The target date is the second week in April. They are requesting for breakfast, lunch and dinner from Aramark for $3,200 dollars. If they need more money they can go to the board for board initiatives.

* 1. DISSCUSSION ITEM- **TKE Funding Request**

The Finance Committee discussed funding request made by the TKE Organization. The organization wants to raise cultural awareness and wants to bring an event to campus where

art, dances, etc. are displayed. The event will be open to students and faculty. They will be accepting donations at the door if ASI funds the event. The theater is requiring a fee since they have to pay the workers for that date. If they collaborate with another event or organization they can get more money for the event.

Motion to switch Action Item C & D by **J. Coreas**, seconded by **A. Lopez**, motion **PASSED**.

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

The Finance Committee discussed updating Student Clubs and Organizations Funding Policy. They want to put deadlines in the policies. The first one would be 21 calendar days before the event; if they miss that deadline then they would fall under category 2 which is 14 calendar days. For the Conference section there is a lot of paper work through Student Life. ASI needs to make sure they have completed all the paper work for student life. Everything begins with student life. Another section he is adding is that the finance committee can update the limit. They have a budget for all clubs and not a lot of clubs are requesting for this money. There are active clubs that need more money for their activities they should be able to request for more money. It is better to go over the budget than under the budget. This year they have had surplus, they want organizations to have more activities on campus.

Motion to approve the edits to the funding policy by **C. Jeffers**, seconded by **A. Lopez**, motion **PASSED**. (4-0-0)

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

The Finance Committee discussed updating the Student Travel Funding Policy. This policy for students to travel for conferences all over the world. They want to make a rule to have good academic standing as defined by the University. Submit club funding request through BaySync. When students go to the conferences they will be required to present what they learned during the conference. No more than three students will be able to be funded to attend the same conference.

Motion to approve the edit revision on the student travel funding policy by **A. Lopez**, seconded by **J. Coreas**, motion **PASSED**. (4-0-0)

Motion to go into a 3 minute recess, motion **PASSED**

Enters recess at 1:21 PM

Returns from recess at 1:24 PM

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

The Finance Committee discussed updating the Seed Money Funding Policy. The clubs that are allegeable for the seed money are the organizations that have been active for 2 years,

have been nearly founded, or transferred 75 percent of leadership roles to new members. They have increased the limit from $100 dollars to $300 dollars. The president and the treasurer are the only ones who should apply for this funding. The organization has to have proof on what they spend their money.

Motion to approve the edits of the seed money policy by **C. Jeffers** seconded by **J. Coreas**, motion **PASSED**. (4-0-0)

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

 The Finance Committee will discuss creating a Funding Request Review Sheet.

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

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

The Finance Committee discussed the method of auditing organizations funded by ASI Finance Committee. This policy will ensure that clubs and orgs events are going according to plan.

Motion to delegate Crystal Jeffers for the Funding Auditing Process by **J. Coreas**, seconded by **A. Lopez**, motion **PASSED**.

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

The Finance Committee discussed a meeting time for the Finance Committee for winter 2017 quarter. There are no dates that work for everyone but the date that most of them can attend is Thursday from 2:00pm-4:00pm.

Motion to have the Finance committee meetings from 2:00pm-4:00pm on Thursdays for winter quarter by **J. Coreas**, seconded by **A. Lopez**, motion **PASSED**.

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Finance Committee Tabling Hours For Winter Quarter**

The Finance Committee discussed meeting time for the Finance Committee for winter 2017 quarter. They need to have a campaign to inform students about the funding policies etc. Tabling usually goes for 2 hours the best times are from 11am-1pm. They decided Jeffers will table on Wednesdays from 10-12pm, R. Khorasani will attend also. J. Coreas and A. Lopez will table on Tuesdays from 11-1pm. Whoever can attend on Tuesday or Wednesday they can attend either or both.

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

The Finance Committee discussed a meeting time for the Finance Committee for winter 2017 quarter. Since they will be tabling for two hours he will take the two office hours

away. Tabling will count for the office hours. All of the reviews will be on BaySync now so it is easier.

1. ROUND TABLE REMARKS

**Coreas**: Asked if this will be the last meeting of the quarter?

**Khorasani**: Yes. It is the last meeting of the quarter. He is blessed to have worked with them. Good Luck with finals and Merry Christmas.

1. ADJOURNMENT **AT 2:15 PM**

 Minutes Reviewed by:

 **VP of Finance/CFO & Chair**

 Name: Reza Khorasani

 Approved On:

 **1-5-17**

 Date: