

**Executive Committee Meeting Minutes of February 19, 2020**

- I. CALL TO ORDER at **12:06 PM**
- II. ROLL CALL  
**Present:** Daisy Maxion, Kabir Dhillon, Melissa Baron, Riley Miller, Martin Castillo, Bronte Kuehnis.  
  
**Late:** Siddharth Valecha
- III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to approve the agenda of February 19, 2020 by **K. Dhillon**, second by **M. Baron**, motion **CARRIED.**
- IV. ACTION ITEM - **Approval of the Minutes of February 5, 2019**  
**Motion** to approve the minutes of February 5, 2019 by **M. Baron**, second by **K. Dhillon**, motion **CARRIED.**
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address committee on any issues affecting ASI and/or the California State University, East Bay.**  
No public comment.
- VI. UNFINISHED ITEMS:  
No unfinished items.
- 1:27**
- VII. NEW BUSINESS ITEMS:
- A. Information Item: **Budget Report Roll Up**  
The Vice President of Finance will be informing the Executive Committee on the ASI Budget Roll Up.  
**M. Baron** states that E. Pinlac will help with the presentation. In the presentation, I have include the \$200,000.00 investment of the money we have made. In the administration slide, some items have not been processed yet, due to students requesting money. It also does not include the class gift. The marketing slide shows that everything is going good and not out of the normal. **D. Maxion** states that for marketing, it includes the communications team; I



would just like to point out that we had two people leave. **E. Pinlac** states that information is correct, however, we hired two more people to replace them. **M. Baron** states in the government slide, we have a list of in-state travel events like CHESS. In addition, E. Pinlac is looking to see if we have extra money to fund the class gift, due to having some amount left after these expenses. The travel fund budget for out of state is over. **E. Pinlac** states that some of the travel funding requested by student at large is categorized in a default category. At the end of the year, we are going to move money from student activities to cancel out the other categories. **M. Baron** states the H.O.P.E housing budget is \$9,000.00 and A. Milano's budget it is \$7,000.00 from hospitality nonfood related, \$3,000.00 from hospitality and food related. When I spoke to E. Pinlac about moving some of A. Milano budget, he suggested it would not be a good idea due to A. Milano having that budget for the whole Concord campus. **K. Dhillon** states where the fund for board initiatives is. **E. Pinlac** states it is include in under hospitality and non-food related, which has \$5,000.00. **M. Baron** states that L. Vu has plans to use that money. **E. Pinlac** states that those plans are pending and not approved by the Board. Regarding the H.O.P.E budget, there is a slight chance we might not use the whole \$9,000.00 budget due to only funding the food portion. Recently, H.O.P.E has received a grant that cover two or three years of housing. **D. Maxion** states how much do we have for board initiatives. **M. Baron** states \$5,000.00. L. Vu's initiative will cost less than \$300.00 due to having items being donated. We will see if any other board member has any set initiatives. **D. Maxion** states if we have extra money from the Senator of CEAS and Transfer student's stipends, since we have not used that money all year long. **M. Baron** states that due to having various committee meetings some of the money was used to cover the expenses. **E. Pinlac** states that there will be some funding left and we have \$7,000.00 for the rest of the year. I am going to move some money around because our investments are high. **M. Baron** states I spoke to E. Pinlac asking if I am supposed to be at \$30,000.00 due to having only \$11,000.00 worth of grants. **E. Pinlac** states that we need to move \$19,000.00 to match the \$30,000.00 we give away every year. **M. Baron** states that she asked everyone what item everyone wanted her to discuss, however, it was challenging to include all the information to present. For clubs and organization, everything has been going smoothly and consistent with the new information. There is an issue with travel funding; I spoke to E. Pinlac about the out of state maximum travels. The maximum people can request is \$2,000.00, but with everyone maximizing this amount it makes it harder on our end. For example, if we have a \$10,000.00 budget for out of state travels; it will only be limited to a few students. We went over the budget by \$1,825.00 but on Friday, the finance meeting will discuss using student club and organization funds that were not use last semester to cover the reaming applicants. At the moment, the travel funds application are not open and an email will be sent out to students that there will be no more travel funds. **D. Maxion** states



how much money has been given out to clubs and organizations. **M. Baron** states it is not updated; the last updated amount was for \$4,100 for this semester. **D. Maxion** states if there is a limit to how much we give out. **E. Pinlac** states that each club can request up to \$2,000.00 for semester. **M. Baron** states that is why we ask clubs and organization to collaborate.

17:20

B. Discussion Item: **Student Club Funding Policy**

The Executive Committee will be discussing making revisions to the Student Club Funding Policy.

**Motion** to table discussion item B by **K. Dhillon**, second by **M. Baron**, motion **CARRIED**. **S. Valecha** states why M. Baron needs more time. **M. Baron** states that she does not have all the information about the policy. **M. Castillo** states that we discussed this item in the last meeting, since M. Baron got some ideas from S. Valecha and me. **M. Baron** states yes but she needs more details.

**Motion** to postpone discussion item B to the next executive meeting by **K. Dhillon**, second by **M. Baron**, motion **CARRIED**.

C. Discussion Item: **Operating Agreement Resolution**

The Executive Director will be discussing the potential Operating Agreement.

**E. Pinlac** states that the new operating agreement will grant me authority to execute the operating agreement. A few items need to be updated on the operating agreement, however, by granting me access it will allow me to get started on submitting the operating agreement.

20:51

D. Discussion Item: **Policy of Campus Fee Advisory Committee**

The Executive Committee will be discussing making revisions on the policy for CFAC.

**K. Dhillon** states that if advisories are not able to attend a committee meeting they will send a delegate. We had an issue with one of our advisories who did not communicate on not being able to make it to the meeting. It has been a couple of years since this policy has been adjusted, if anyone has any plans on how to improve the policy, let us know. **M. Castillo** states that if we are charging a fee. **K. Dhillon** states no, it is just a typo. **B. Kuehnis** states that we should including of adding a proxy to represent the advisor.

23:09

VIII. SPECIAL REPORTS:

A. Vice President of Communications



**R. Miller** states that moving forward with the rest of the semester, there is an excel sheet with the tabling schedule and no one has filled up the doodle sheet. I have been reserving all the necessary materials to tabling for those that do ask me. I will not be available all the time to help table, however, I do make sure that everything is going smoothly. This semester, I have taken a step back from ASI Today, due to the program not being well thought out. We want to put more emphasis on marketing, that way when the transition comes, they do not have to build it from the ground up. With my committee, we are going to have our first meeting of the semester on Monday. We are working on resolutions, how to organize ASI Today, setting up the ASI Banquet, and being involved on campus.

**26:29**

IX. ROUND TABLE REMARKS

**D. Maxion** states that she has received various good feedback on our CFAC meeting.

**26:55**

X. ADJOURNMENT at 12:32 PM

Minutes reviewed by:

**President/ CEO**

Name: Daisy Maxion

Minutes approved on:

Date:

