

Finance Committee Meeting Minutes October 14, 2019

- I. CALL TO ORDER at **5:00 PM**
 - II. ROLL CALL
Present: Melissa Baron, Eman Nagi, Francisco Aguilera, Isaiah Ramon
 - III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda by **M. Baron**, second by **I. Ramon**, motion **CARRIES**.
 - IV. ACTION ITEM - **Approval of the Meeting Minutes of May 6, 2019**
Motion to approve the meeting minutes of May 6, 2019 by **E. Nagi**, second by **I. Ramon**, motion **PASSES**.
 - V. 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.
 - VI. UNFINISHED ITEMS:
No Unfinished Items.
 - VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM– **Introduction & Means Of Communication**
The Finance committee will introduce themselves.
M. Baron introduces herself to the committee as the Chair of the Committee.
I. Ramon states that he is one of the Finance Committee members. **F. Aguilera** states he is a part of the Finance Committee. **E. Nagi** says she is also a member of the Finance Committee. **M. Baron** asks if the Committee prefers emails or group chats. **E. Nagi** states that she prefers email. **I. Ramon** adds that email or text is good. **F. Aguilera** also states that email is acceptable.
- 4:38**
- B. DISCUSSION ITEM– **Club Funding and Travel Funding Policy Review**
The Finance Committee will review the different policies.



M. Baron asks if the Committee reviewed the policy that was sent. **F. Aguilera** states that it made sense, but has a question that if we are in VSP, do we go to our supervisor. If one member is a particular member of an organization, the whole committee can not vote on that organization. **M. Baron** says she will look into it. **F. Aguilera** asks for marketing material, are we only approving the funding for the marketing material. **M. Baron** states that for our rules, they just need to have the ASI logo. Before the approval, we have to see the flyer to make sure it is acceptable and if it is offensive, we would have to tell them to fix it for approval. **F. Aguilera** asks that would the clubs submit their flyer and we advertise for them. Do they have to apply for the design and get that approved? **M. Baron** states that they would have to do their own designs and submit their sign with the form. If it meets the requirements and has the ASI logo, it is good to go. **E. Nagi** asks if people go to student life to help create their own designs. **M. Baron** says that student life can approve the logo to get recognized by student life.

8:40

C. DISCUSSION ITEM- **The Process Of Reviewing Application**

The Finance Committee will learn how to process applications.

M. Baron states that this is the part where they will compare the applications to the policy. It is important to review applications. **F. Aguilera** asks if M. Baron is the only one who has access to the applications. **M. Baron** states she can print the applications and assign them later. **E. Nagi** asks if we do not approve and application, do we have to explain the reason for not being approved. **M. Baron** replies that yes you do and we can discuss what works for us. All the applications that happened before today, I will send them to you. If a club did not complete the spreadsheet correctly, please send them an email to re-submit the information to continue. If a club plans on having more than fifty people, they need to consult UPD to check if the environment the event would be at is safe. It is important to remember that our goal is not to pay for the entire event, but to help students pay for the event. It is okay if the amount requested falls below the amount we are allowed to give out, but it goes above we cannot provide the amount allowed.

E. Nagi asks if a person is pledging for a club and they ask for money, can they do that. **M. Baron** states that the pledge class is not an organization of its own. The funding would have to come from the main organization they are under.

M. Baron states that the club funding process has been more difficult than it should be. Sneha Sharma and her team are the ones who review the applications for us, so by the time it gets to us, we just look at the amount they are requesting and work from there. They will do the background work because we are not allowed to fund trips in certain states. **F. Aguilera** asks how many applications are expected this year. **M. Baron** says that there may be two or three



a week. After the meeting, I will update the form. **M. Baron** explains to the Committee what goes into the application. We prefer to have the application thirty-two days before the event to spend the money, but fourteen days to be reimbursed. **F. Aguilera** asks if reimbursement means that I apply fourteen days before to spend the money on the day of the event and then be reimbursed. **M. Baron** states that for an event, no. Before you get reimbursed, you put the amount you need and the application needs to be submitted before the event. **E. Nagi** clarifies **F. Aguilera's** question that if he spends the money before he applies and then the application is submitted, does he keep the money. **M. Baron** says that as long as you show receipts and it is before the event, it is fine. **F. Aguilera** asks that if you start the application process before the fourteen days and you submit it late, and it was declined, do you lose the opportunity to submit another application. **M. Baron** states the only way it will be denied is it is below the fourteen days. But if it gets close to the time of the event and the application was already submitted, it is us trying to get the paperwork prepared. **F. Aguilera** states that as long as the initial paperwork is submitted, everything is good to go. **M. Baron** says there is a limit to how much a club can request for each category and a person can request up to \$3,000 total funding requests. There is \$1,500 for food for a semester and they can not maximize every single category. **I. Ramon** asks if the money carries over.

M. Baron states that it does not carry over every semester. Also, if it is an ASI sponsored event, it needs to be open to the public and if it not, it will be declined. It is \$1,500 for food, \$1,000 for clothing, \$1,000 for artists, \$1,000 for rental, and \$600 for miscellaneous. They can take money from each category, but can not exceed \$3,000.

VIII. SPECIAL REPORTS:

No Special Reports.

IX. ROUND TABLE REMARKS

No Round Table Remarks.

X. ADJOURNMENT AT 5:26 PM

Minutes reviewed by:

VP of Finance/ Committee Chair

Name: Melissa Baron

Minutes Approved on:

10-31-19

Date:

