



## ASI Finance Committee Minutes

2014-2015:2 Friday, November 21, 2014 3:00PM - 5:00 PM, BSC, 2<sup>nd</sup> Floor, Perseus

### D) Preliminaries

- A) Call to Order at 3:07pm
- B) Quorum Check:

1) Fayz Ashker, Treasurer, Chair

#### *Voting Members:*

- 2) Taylor Young, Senator Pro-Tempore, Vice Chair
- 3) James Cox, President – **Excused Absence**
- 4) Louis Harfouche, Vice President – **Excused Tardy**
- 5) Melanie Young, Business Senator
- 6) Deena Wahba, MCC Senator
- 7) Chonlawan Khaothiemsang, Science Senator

#### *Advisors:*

- 8) Jami Grosser, ASI Advisor
- 9) Ivonne Cabezas, ASI Accounting Analyst

#### *Liaison:*

10) Andrea Cendejas, Attorney General – **Excused Tardy**

### C) Approval of Minutes

- 1) Minutes from October 10, 2014 were approved as written by Fayz, as chair

### D) Agenda Changes

- 1) Fayz approved the addition of a request from Hermanos Unidos, for \$5,500 from NP&A, as chair

### E) Introduction of Guests

- 1) Joshua Cheng, Pi Tau Sigma
- 2) Colin Danahy, Pi Tau Sigma
- 3) Raul Hernandez, Nu Alpha Kappa
- 4) Javier Padilla, Nu Alpha Kappa
- 5) Jose Luis Perez, Hermanos Unidos
- 6) Adrian Rodriguez, Hermanos Unidos
- 7) Julian Hernandez, Hermanos Unidos

### F) Reports

- 1) There were no reports given.
- G) Open Forum
- 1) There were no speakers for open forum.

## **II) Discussion Item**

- A) Pi Tau Sigma, request for \$2,087 from NP&A
- 1) Joshua and Colin presented the details, benefits, and history of the Pi Tau Sigma convention that they would like some of their officers to attend, and some of the history of Pi Tau Sigma as a chapter. They presented a break-down of the costs to send 5-6 officers to the convention. They also presented how their budget is being used right now for the operation of Pi Tau Sigma and why they would like to receive funds from ASI to support their trip to the convention.
  - 2) Colin further presented the budget request and the price estimates that were submitted to ASI
  - 3) Question and answer session took place including details on:
    - (a) Number of members to be sent to the convention
    - (b) How many officers being sent are graduating this year and how many will be returning to implement what is learned at the convention
    - (c) Dates of the convention
    - (d) Details about the cost, how many members attended, and how it was funded last year
- B) Nu Alpha Kappa, request for \$5,475 from NP&A
- 1) Raul and Javier presented the history, a video, and the costs associated with putting on NAKland (festival). They gave the details of the event last year including cost, attendance, and the different events/activities that were offered. They explained why they were asking for \$5,475 to support the event this year and how they will make it an even bigger success.
  - 2) Question and answer session took place including details on:
    - (a) How they did outreach/promotion for the event last year
    - (b) Date for the event this year
    - (c) How many people attended last year
    - (d) If/how they would reach out to other colleges outside of Cal Poly Pomona and other colleges within Cal Poly Pomona to attend to help promote college as the purpose of the event
    - (e) How the event was funded last year
    - (f) Liability issues that could be associated with the event regarding travel
    - (g) Clarification that could be provided later on what ASI funds could/couldn't be used on
- C) Hermanos Unidos, request for \$5,500 from NP&A
- 1) Jose, Julian, and Adrian presented the history or Hermanos Unidos, details about the Cal Poly Pomona chapter of Hermanos Unidos, details on how other schools hosted the conference that Hermanos Unidos is hosting this year, benefits/goals for those who attend, the breakdown of costs associated with hosting the conference, and why they are requesting money from ASI. They also gave additional information about the conference including the agenda of the conference and which events/workshops are available. They shared some of the faculty and outside sponsors that are supporting Hermanos Unidos. They explained some of

- their experiences and other members' experiences within Hermanos Unidos. They also explained some of the events, grants, scholarships, gifts, gift baskets, etc. that they would like to do this year.
- 2) Louis shared that Hermanos Unidos has been contacting several departments to plan ahead for their conference and get the information for allocations. He also stated that the way the ASI budget is written, there are two columns that should be switched, which can be fixed. He explained that numbers do add up and make sense.
    - (a) Louis made the suggestion that because they have been working with Louis, the MCC treasurer, and Fayz for so long, they suspend Robert's Rules. Due to the schedule of Finance Committee and Senate meetings for winter quarter and when their conference falls, for them to get the funds on time they should be recommended to Senate this quarter.
    - (b) Deena asked if it was verified that they were in good standing with their councils before they approved their request.
      - (i) Louis explained that because they are just making a recommendation, not approving the \$5,500 request, their standing with their council would be verified before Senate, not before Finance Committee.
    - (c) Chonlawan asked if they would suspend Robert's Rules for all three groups. The senators for Finance Committee winter quarter, if different than the fall quarter senators, would have to go through the presentations again before they could make a decision on whether or not they should recommend the group's request to Senate or approve the request if under \$2,500.
      - (i) Louis felt that they wouldn't have to suspend Robert's Rules for the other two groups because their events were farther into the quarter therefore any new senators could be filled in on the information that was presented at this meeting before voting.
  - 3) Question and answer session took place including details on:
    - (a) Any possible noise issues or conflicts because their event is the same weekend as Homecoming
    - (b) Expense line 6 differing from the invoice/quote – expense line 6 was correct
    - (c) Who would be facilitating the workshops
    - (d) How they estimated attendance (~600 people)
    - (e) If they booked all the necessary spaces in the BSC and across campus for speakers, workshops, meals, etc.
    - (f) If they have planned for parking (especially considering it will Homecoming weekend) and housing for that many people
    - (g) Concerns and suggestions about the price they are charging for the conference not covering their costs for the event with any leftover for the rest of the year
    - (h) Clarification on how much MCC allocated to Hermanos Unidos and the Hermanos Unidos conference
    - (i) Clarification that ASI funds cannot be used for scholarships
  - 4) Discussion took place on the University's ability to force them to change the date of their conference.

- 5) Louis proposed they suspend Robert's Rules for Finance Committee this meeting because if not they will not be on the Senate agenda until week 4 or 5 of winter quarter, which does not leave enough time for them to prepare and buy/pay the necessary items for the conference.
- 6) Per Deena's previous question, Louis explained that the club's standing with their council will be verified before their request for ASI funds is an action item on the Senate agenda.

### III) Action Items

- A) Suspend Robert's Rules/Move Items to Action
  - 1) Louis moved to suspend Robert's Rules for Hermanos Unidos, Melanie seconded
  - 2) Chonlawan amended the main motion to also suspend Robert's Rules for Pi Tau Sigma, Deena seconded
    - (a) Louis clarified that because Pi Tau Sigma's request is under \$2,500, they would be voting whether or not to allocate the funds
  - 3) Jami suggested they close discussion on the presentation so that the club representatives could be excused
  - 4) Chonlawan explained that because they are the deciding committee on Pi Tau Sigma's allocation, they should vote while the senators who were present at their presentation this meeting should be the ones voting in case different senators served on Finance next quarter
    - (a) Andrea added that because the date of Pi Tau Sigma's conference, they are on a similar timeline as Hermanos Unidos because they will need their funds earlier in the quarter
  - 5) Vote on the amendment to include Pi Tau Sigma as an action item, 5:0:0, amendment passed
  - 6) Vote on the main motion to suspend Robert's Rules and move Hermanos Unidos and Pi Tau Sigma to action items, 5:0:0, motion passed
- B) Pi Tau Sigma, request for \$2,087 from NP&A
  - 1) Melanie moved to approve Pi Tau Sigma's request for \$2,087 from NP&A, Deena seconded
    - (a) Jami asked if they needed to check if they were in good standing
      - (i) Louis explained checking their standing is not required by the Financial Guidelines and Stipulation however, it is recommended
      - (ii) Melanie pointed out that if they went through the process of checking their standing, they would have to be approved by a possibly different committee next quarter. Andrea added that because they're buying plane tickets, they need the money sooner rather than later.
      - (iii) Financial Guidelines and Stipulations #17 was reviewed
    - (b) Deena felt, in the interest of keeping costs down, they should bypass checking their standing with their council and vote
    - (c) Vote to approve Pi Tau Sigma's request for \$2,087 from NP&A, 4:1:0, motion passed
- C) Hermanos Unidos, request for \$5,500 from NP&A
  - 1) Melanie moved to recommend Hermanos Unidos to ASI Senate for them to take action on their request for \$5,500 from NP&A, Deena seconded
    - (a) Fayz clarified they would present again at ASI Senate
    - (b) Vote to approve the recommendation of Hermanos Unidos to present their request for \$5,500 to ASI Senate, 5:0:0, motion passed

#### **IV) Information Item**

##### **A) Winter quarter meetings**

- 1) Dates for winter quarter meetings have not been determined but the 3:00-5:00pm time slot will probably remain the same
- 2) Fayz wanted the committee to be aware that because councils are just now finishing their budget allocations, Finance Committee may need to meet every Friday winter quarter
- 3) Discussion took place regarding presentations time limits being clarified
- 4) Discussion took place on council budget allocation status' and deadlines

##### **B) Mid-year budget walkthrough**

- 1) Louis and Fayz are working together to determine a more streamlined walkthrough and lessen the confusion and redundancy
- 2) Louis explained the purpose of creating this process

#### **V) Adjournment**

A) Meeting was adjourned at 4:48pm

B) Next Finance Committee Meeting: Winter Quarter - TBD