



## ASI Finance Committee Minutes

2014-2015:5 Friday, February 20, 2015 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 – **Excused Absence**
- 3) James Cox, President
- 4) Louis Harfouche, Vice President
- 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 – **Excused Absence**

#### *Liaison:*

- 10) Andrea Cendejas, Attorney General

### C) Approval of Minutes

- 1) Minutes from January 30, 2015 were approved as written by Fayz, as chair

### D) Agenda Changes

- 1) Action Items added - American Marketing Society for \$5,500 and McNair's Scholars Club for \$5,500 from NP&A
- 2) Discussion Item added – Alpha Kappa Delta for \$4,472 from NP&A

### E) Introduction of Guests

- 1) Melissa Guter, Graduate Planning Student Association – President
- 2) Lonnie Roy, Graduate Planning Student Association – Treasurer
- 3) Kevin Marquez, Cal Poly Rugby Club – Vice President
- 4) Arlett Carmona, Anthropological Society – President
- 5) Nathalie Castro, Anthropological Society – Vice President
- 6) Tatiana Saykali, Lebanese Student Association – President
- 7) Daniel Nasr, Lebanese Student Association – Secretary
- 8) Amanda Kwolek, Alpha Kappa Delta – Vice President

- 9) Andrew Nguyen, Phi Sigma Tau - President
- F) Reports
  - 1) There were no reports given.
- G) Open Forum
  - 1) Fayz announced Homecoming.

## **II) Action Item**

- A) Recommendation for American Marketing Association to ASI Senate
  - 1) Louis moved to recommend American Marketing Association's request for \$5,500 to the ASI Senate, Deena seconded. Motion passed, 5:0:0.
- B) Recommendation for McNair's Scholars Club to ASI Senate
  - 1) Louis moved to recommend McNair's Scholars Club request for \$5,500 to the ASI Senate, James seconded. Motion passed, 5:0:0.

## **III) Discussion Item**

- A) Presentation - Phi Sigma Tau request for \$1,827 from NP&A
  - 1) Andrew Nguyen, Phi Sigma Tau, Philosophy Honor Society President, presented the conference that will be held at Cal Poly Pomona. The purpose of the conference is to promote student interest in research in the field and encourage professionalism and friendships among the other attendees from other schools in the Cal State system. The conference is also aiming to promote interest in philosophy as it is open to students from all majors.
  - 2) Andrew walked through the budget request, focusing on the costs that will be associated with the conference. Funds from the ASI Finance Committee will be mostly allocated towards the Day Meeting Package and the Keynote Speaker. Attendees will be staying at Kellogg West and if there is a need, there are students who will be willing to house attendees.
  - 3) Question and answer session took place including:
    - (a) Date and time of the event and expected attendance – it is a one day event (8am-5pm), hosted at Cal Poly Pomona, on April 11<sup>th</sup>, 2015. Expected attendance is 40 students.
    - (b) The total expenses for this expense – Fayz and Louis clarified the cost of the conference is on the right side of the budget
    - (c) Honorarium of the keynote speaker – students chose this speaker based on a previous speech from her at Claremont McKenna College
      - (i) Fayz clarified that ASI is allowed to fund keynote speakers
    - (d) How many students attended the previous conference at in San Diego – 14 Cal Poly Pomona students, thousands attended in total
- B) Presentation – The Anthropological Society for \$2,500 from NP&A
  - 1) Arlett, Anthropological Society President, shared a brief overview of the purpose, functions, and resources of the club. Arlett explained the conference, what the conference offers to the club members who attend, and the impact the conference will have on future members of the club. Nathalie gave additional information about the different topics that will be addressed at the conference, the variety of students who attend, and the other schools who will be attending.
  - 2) Nathalie walked through the budget request and costs associated with the conference. She also explained the changes in hotel room rates as a result of an increase of people attending.

- 3) Nathalie provided information about additional benefits of the conference, focusing on the opportunities to meet professors, graduate students, and professionals.
  - 4) Question and answer session took place including:
    - (a) How they decided who would attend from Cal Poly Pomona – it was essentially based on who was interested in attending
    - (b) Clarification on how the hotel booking and rates were decided upon
- C) Presentation – Graduate Planning Student Association (GPSA) for \$4,500 from NP&A
- 1) Melissa, GPSA President, gave an overview of the American Planning Association Annual Conference including the dates, location which is Seattle, WA, who attends the event, what different workshops and resources the conference offers, and how the conference will benefit GPSA. Lonnie, GPSA Treasurer, added details about the diversity within planning and the different types of planning.
  - 2) Lonnie walked through the budget request and costs associated with the conference. He focused on the hotel costs, flight costs, and the, GPSA hosted, dinner costs.
  - 3) Question and answer session took place including:
    - (a) Which council GPSA was included in – Environmental Design
    - (b) Clarification that this conference budget request does not include the academic trip that will also be attended – the academic trip will funded by council allocations
    - (c) Clarification on if they are requesting \$4,300 or \$4,500 – it is \$4,500 because they are allocating a portion of their annual budget
- D) Presentation - Lebanese Student Association (LSA) for \$5,500 from NP&A
- 1) Tatiana Saykali, LSA President, gave an overview of LSA, which is a part of a larger organization called the Lebanese Collegiate Network (LCN). LCN hosts a conference annually called the LCN Convention. This year the conference will be at the University of Michigan from April 10<sup>th</sup>-April 12<sup>th</sup>. Tatiana explained that the conference is attended by students from Lebanese clubs across 25 schools nationwide and at the conference they attend various workshops, mixers, and seminars.
  - 2) Daniel, LSA Secretary, walked through the budget request and expenses associated with the conference.
  - 3) Question and answer session took place including:
    - (a) If they budgeted for ground transportation – they collected \$50 per person attending the conference
    - (b) Why their questionnaire differed from other questionnaires – LSA used a newer questionnaire format from Fayz that is more focused towards mid-year budget requests
- E) Presentation – Alpha Kappa Delta (AKD) for \$4,472 from NP&A
- 1) Amanda Kwolek, AKD – Sociology Honors Club Vice President, gave an overview of the Pacific Sociological Association’s (PSA) 4 day conference held in Long Beach, CA. The PSA conference is scholarly research focused including presentations from Cal Poly professors and presentations from 2 Cal Poly students.
  - 2) Amanda walked through the budget request and costs associated with the conference highlighting registration and hotel costs. AKD will only be staying two nights and 28 members will be attending as there are no flight costs. Amanda also explained the higher dinner costs due to a social/dinner that they will have with another AKD chapter.
  - 3) Question and answer session took place including:

- (a) Why they are only transporting 3 people per car – to account for luggage space, additional members, and people who are not comfortable driving a large amount of people
- 4) Louis moved to suspend Robert’s Rules and move Alpha Kappa Delta and Lebanese Student Association from Discussion Items to Action Items, seconded by Melanie. Vote, 5:0:0, motion passed.

## II) Action Item – Reopened

- A) Lebanese Student Association for \$5,500 from NP&A
  - 1) Louis moved to recommend Lebanese Student Association to the ASI Senate for \$5,500, Melanie seconded. Vote, 5:0:0, motion passed.
- B) Alpha Kappa Delta for \$4,472 from NP&A
  - 1) James moved to recommend Alpha Kappa Delta to the ASI Senate for \$4,472, Louis seconded. Vote, 4:0:1, motion passed.

## IV) Information Item

- A) Mid-Year Budget Walkthrough
  - 1) Fayz gave an overview of the Mid-Year Budget Walkthrough that he and Louis had been working on and asked for feedback from the committee highlighting the areas that have been consistently incorrect when reviewing club budgets.
  - 2) Louis added that this document more accurately follows the Financial Guidelines and Stipulations more closely
  - 3) Fayz explained the approach they took when creating the document based on his experience working with club budgets throughout the year
  - 4) Discussion regarding the Funding Request Process document took place including:
    - (a) Carryover purpose and clarification
    - (b) Separation of Fundraising and Other Sources of Income
      - (i) Renaming “Other Sources of Income” to “Program Specific Funds”
    - (c) Changing “program” to “program/event” throughout the document
    - (d) #3 - should reference Annual Budget as guideline
    - (e) #3 - “Lines 16-25 should include any events or programs throughout the year”
    - (f) #3 - Adding formula “(Lines 5-15) + (Lines 16-25) = Total Income”
    - (g) Making the Annual Budget and Mid-Year Budget requests two separate forms
    - (h) Creating a template that will be a guideline for clubs filling out budget requests
    - (i) #5 – “other sources of funding” should refer to line 4
    - (j) #5 – starting at “This amount must...” should be separated to be #6
    - (k) #5 – change “other” to “each income line”
    - (l) #6 note – change “want from ASI” to “Finance Committee/Senate”
    - (m) #6 – clarify total expenses for the program
    - (n) #7 – “be given” changed to “be calculated”
  - 5) Deena suggested attaching a completed/accurate budget request and sample packet for clubs to reference
    - (a) Louis suggested a checklist

- 6) Fayz also walked through the additional excel spreadsheets that accompany the mid-year budget request

**V) Adjournment**

- A) Meeting was adjourned at 4:44pm
- B) Next Finance Committee Meeting: January 30, 2015