



## ASI Finance Committee Minutes

2015-16; 1 Friday, October 09, 2015, 1:00pm-3:00pm, BSC, 1st Floor, Room 1341, BSC Senate Chambers Conference Room

### I. Preliminaries

- A. Call to Order at 1:00pm
- B. Quorum Check:

Chonlawan Khaothiemsang, Treasurer-Chair

#### *Voting members:*

- Joshua Ebiner, Senator Pro-Tempore, Vice Chair **Excused Absence**
- Julian Herrera, President
- Diana Ascencio, Vice President
- Leslie Simoni, CCHM Senator
- Aden Tessman, Senator-at-Large (Greek)
- Brandon Whalen, ENV Senator

#### *Advisors:*

- Jami Grosser, University Advisor **Excused Absence**
- Thavery Lay-Bounpraseuth, Asian & Pacific Islander Coordinator, Designee
- Ivonne M. Cabezas, ASI Accounting Analyst

#### *Non-voting Liaison:*

- David Lee, Attorney General

- C. Approval of Minutes
  - 1) Minutes from June 5, 2015
    - (a) Diana moved to approve the minutes from June 5, 2015. Aden seconded. Vote, 5:0:0, motion passes.
- D. Agenda Changes
  - 1) No agenda changes
- E. Introduction of Guests
  - 1) May Klint Thu, Graduate Student, MPA Program
  - 2) Elliott Popel, ASI Student Leader, Secretary of Sustainability
  - 3) Jeanette Jackson, African Soul International Dance Club, President
  - 4) Colin Danahy, Tau Beta Pi, President
- F. Reports
  - 1) There were no reports given.
- G. Open Forum
  - 1) There were no speakers.

### II. Action Item

- A) There were no action items.

### III. Information Item

- A) Finance Committee Orientation
  - 1) Chonlawan welcomed everyone to their first Finance Committee Meeting and explained that during their orientation they were going to discuss the ASI By-Laws, the Reserves Policy, the Finance Committee Code, the Financial Guidelines and Stipulations, and how to read a budget.
  - 2) Chonlawan read and reviewed the ASI-by laws:
    - (a) The composition of the Finance Committee is three elected senators that were elected at a Senate meeting whom are: Brandon Whalen, ENV Senator; Leslie

Simoni, CCHM Senator; and Aden Tessman, Greek Senator. Chonlawan states that normally one of the University Advisors is Jami Grosser the Senior Coordinator for the Cultural Center, but for this meeting her designee was Thavery Lay-Bounpraseuth. The second University Advisor is Ivonne Cabezas, ASI Lead Financial Services Coordinator. Lastly, the non-voting liaison is David Lee, Attorney General.

- (b) She had two student fee initiatives listed on the overhead one being Financial Guidelines and Stipulations which is discussed later in the meeting and Student Opportunities which she says is funded by the cultural center.
- 3) Chonlawan read and reviewed the Reserves Policy:
- (a) Chonlawan explained that there are five reserves I Reserve is the Emergency Reserve, II reserve is Equipment Replacement Reserve, and III Reserve is the ASI Special Projects and Programs reserve. The only reserves discussed at this meeting were reserve IV and V.
  - (b) Chonlawan explains Reserve IV which is often called NP&A for New Programs and Augmentations. Student clubs and organizations come to the finance committee if they are requesting below \$2,500 the committee can vote to allocate that money. If it's above \$2,500 the committee can vote to recommend it to the Senate, and the club would present at the next Senate meeting.
  - (c) She also explained TGIF which is the Green Initiative Fund, Reserve V. This fund is used for Sustainability projects and events that meet the general requirement set by the ASI Sustainability Committee which is chaired by Elliott Popel, ASI Secretary of Sustainability. The funds are intended to promote environmental awareness and reduce Cal Poly Pomona's negative impact on the environment.
- 4) Chonlawan read and reviewed the ASI Finance Committee Code:
- (a) Chonlawan explained that a lot of what the Finance Committee Code says repeats what they have already gone over. Later in the meeting she will explain how to read the mid-year budget requests. The composition is the same and the committee members are quarterly elected.
  - (b) She then moved on to the Mid-Year Budget Request stating that the requesting group shall prepare its budget request in accordance to the ASI By-Laws, Financial Guidelines and Stipulations, and all other applicable regulations.
  - (c) Chonlawan clarifies that when clubs come to request money they will be making a presentation to everybody who attends the meeting. This presentation shall last about 5 to 7 minutes.
  - (d) Cora points out that Quorum for the ASI Finance Committee only includes four voting members excluding the chair so the chair does not count for Quorum. Chonlawan clarifies that there are the six voting members on the Agenda and 4 of the 6 only 4 are required Chonlawan as chair would still like everyone to attend the meeting regardless.
- 5) Chonlawan read and reviewed the Financial Guidelines and Stipulations:
- (a) Chonlawan asked Cora if there was anything that she wanted to add Cora responds by saying she would like to add a few foot notes. She would like to comment on what was said about "f" in the Financial Guidelines & Stipulations if you have budget requests that may be propagating specific types of religions those are not allowed to be funded by ASI. As she has shared with Chonlawan typically what they resort to is a process where they send the budget request to Mark Bookman their lead legal counsel and get his guidance to make sure that they are making the appropriate decision on the budget request. She also would like to add a comment about "j" the

University actually requires that any student groups that travel outside of the United States purchase what is called Flying Travel Insurance.

- (b) Chonlawan continues her orientation of the Financial Guidelines and Stipulations by explaining number two thru six in the Financial Guidelines and Stipulations. She says that for number two they will not accept personal checks, for number three if there is a high risk liability she will talk to Cora and they would also talk about legal counsel getting involved. Number five explained The Employer Identification Number also known as a tax id number the ASI tax id number will only be made available for appropriate use determined by ASI Director of Financial Services with approval of the ASI Executive Director. Clubs have asked for the ASI tax ID number and because they are not entities of ASI but entities of the University they will have to consult OSLCC and there processes. Lastly, for number six Chonlawan will be looking out for the list of participants, signed waiver, and liability release form from each participant.
- (c) She then explains that numbers seven thru eight in Councils, Diversity Groups, and ASI Annually Budgeted Groups are not related to the Finance Committee so they were not discussed.
- (d) She then goes on to review the Council Guidelines number fourteen thru fifteen. She explained that a minimum of 75% of each council's ASI annual budget allocation shall be allocated to all clubs within each Academic and At-large Council. She explains that councils will receive 70% of their total finding at the beginning of the year and the rest later. She also presented an example in her presentation explaining how the allocation works.
- (e) Cora adds to what Chonlawan said they really want the registered student clubs and organizations to go to councils first so when they submit their budget requests to the finance committee there should be a line item in the revenue section that indicates how much they have received from there council.
- (f) Aden asks a question in regards to the 30% on whether it all has to be allocated to the clubs, Chonlawan explains that only 30% of the 75% will all be from the 30% allocated. Chonlawan continues her discussion of number fourteen councils allocate to their clubs through disbursement requests to ASI Financial Services.
- (g) She continues with numbers seventeen thru twenty under the Student Clubs and Organizations. She explains that for number eighteen the ASI Financial workshops usually starts at the end of spring and go on thru the summer. For number twenty clubs always get some type of allocation as long as they are approved and in good standing with the OSLCC. The amount that they are allocated 20% must at least come from fundraising. If they come to finance committee, and get \$2,500 approved they cannot use that toward there 20%.
- (h) Lastly, she explained the Mid-Year Budget request(s) number twenty-one thru twenty-six. For number twenty one she clarifies that student clubs or organizations can come to the Finance Committee multiple times for different events that don't exceed \$5,500 for the entire year. No one person can just come for their club and get \$5,500 there is a limit of \$750 per person. For number twenty-two she reiterates that for more than \$2,500 they have to come to the Finance Committee they will do a presentation Finance will recommend it to the Senate and they will also present at the Senate meeting.
- (i) Chonlawan ends her orientation of the Financial Guidelines and Stipulations asked if there were any questions and David Lee asks if a club can receive funding from ASI

in addition to what they got from these councils. Chonlawan clarifies that they can and how it works is that they have the mandated funds the ASI funds go to the councils and the councils allocate that amount to the clubs. If they needed additional funding then that is when they would come to the Finance Committee.

- 6) Chonlawan reviewed how to read the Mid-Year Budget Request:
  - (a) Chonlawan had everyone review Tau Beta Pi's Mid-Year Budget Request Form. On the overhead she provided a Mid-Year Budget request walk through and explained it is to teach clubs how to prepare the budget request and how to read it.
  - (b) Line items 1-4 display under the current budget displays the budget that Tau Beta Pi presented to their council. Lines 1-4 are Council Allocation, Fundraising has to be a minimum of 20%, Program Specific Funds which will be blank for the current year, and Carryover.
  - (c) Expenses located under Income will be lines number 5-15 everything above the double line is expenses they plan to have for a specific event. Below the double line are things they will use for the rest of the year. In their annual budget they might have National Convention as one line item but they will break it down for the committee so that they see that the National Convention is made up of the food, travel, etc. Under current budget that is the total amount the current budget expenses for the top two are the amounts that they are planning on putting or using from their budget to support this event.
  - (d) Brandon Whalen asked if for example the \$75 reflected in Line item 5 if that is to pay for insurance? Chonlawan clarifies that it is not for insurance there are two columns the left column is what they are contributing and the right column is the total. Reading Line item 5 National Convention-Travel the total amount for travel is \$826 but the club is contributing \$75. In the National Convention- Expenses the total is \$1,250 and their contribution is \$76, and their council allocation is \$400.
  - (e) Chonlawan added that for the record the numbers reflected in the Mid-Year Budget Request Form are what they used last year so the council allocation since the books were closed late they allowed the clubs to put what they received last year and we confirmed with their council treasurer that they usually give the same amount to the clubs each year.
  - (f) Below the double line these are the items that they will use throughout the year. Only the current budget column will be filled out and not the amount requested for program. This is because they are not requesting anything from the finance committee. They always make their total income and their total expense equal zero under current budget.
  - (g) Looking at amount requested for the program under program specific funds they are contributing \$151 that is coming out of their council allocation. When you add the expenses they are contributing too in the current budget column lines 5 and 6 that add up to \$151 and is the income for this program. When you go down to the rest of the expenses the total number of their expenses for this specific program is \$2,076 their total income which was from their council allocation \$151 once you subtract those. The total request Tau Beta Pi is asking for today is \$1,925.
  - (h) Chonlawan then discusses Line Item Explanation and explains to everybody the expenses shown there. Lastly, she reviews the Questionnaire located at the end of the Budget Request Form.
  - (i) Cora clarifies lines 1 and 2 under income is it the group's intent to not use those funds for the expenses that they are asking ASI to provide funding support for?

Chonlawan responds by saying that they are fundraising and the clubs explanation is that mostly there money is from \$100 of initiation fees with 120 expected initiates, \$28 for 60 graduation stoles, and \$150 from their own fundraising.

- (j) Cora then asked about the council allocation if they will be using that money towards the expenses listed, line 6-16. Chonlawan clarifies that lines 6-26 they are fundraising and about half of their council allocation only a couple of the clubs members are going to this trip and the club did not want to use all initiation fees they hope finance committee can then help with this specific convention.
- (k) Cora then asks if the club is including their council allocation towards there club expenses and not for this trip that they are asking for? Chonlawan clarifies that is correct and they will only be using \$151 for this convention and the remaining amount is for the entire club.
- (l) Leslie Simoni asks how many people are traveling to this convention, because only two plane tickets are shown and there budget reflects three people? Chonlawan explains she saw that too and will asking the same question during Tau Beta Pi's presentation and travel forms will be submitted by Monday.
- (m) Cora, lastly adds final feedback stating that it is confusing that in line item 15 and 16 putting the \$75 and \$76 is confusing to put it under the expense line item because those are contributions from the club its efficient if they have this listed under line 3 under the amount requested column Cora would like the income and expense to be separated. Chonlawan adds that this is the form that is currently shown on the ASI website, but she can change it in her Mid-Year Budget Walkthrough.

The chair Chonlawan recessed the meeting and asked everyone to return back at 1:55pm  
The meeting resumed at 1:53pm

#### **IV. Discussion Items**

- A) Tau Beta Pi for \$1,925 from NP&A
  - 1) Colin Danahy the current president of Tau Beta Pi gave a brief history of the National Engineering Honors Society.
  - 2) The funding that Tau Beta Pi is presenting for is The National Convention this year it is going to be at The Providence Convention Center. Brown University in Rhode Island will be hosting the convention this year. It is mandatory for one fully paid member of each chapter to attend to vote for various legislations that the organization talks about each year at the convention.
  - 3) Colin then explains why the two additional members that they are requesting funding for would benefit from attending the convention. He also includes the benefits it would have for the campus and the College of Engineering from them attending this convention. Lastly, he explains the benefits it would have for him and the two other member in there career.
  - 4) Colin then gave a breakdown of the expenses:
    - (a) They will be flying from LAX to Providence Rhode Island the cost combined for two air fare tickets would be \$826.
    - (b) One-time fee of \$625 for each member attending that is not being paid for this covers hotel rooms, food, and other expenses the total for the one-time fee for both members to attend would be \$1,250
    - (c) The total is \$2,076
  - 5) A Chonlawan state that due to the nature of our process and this is the first meeting there was no way that the club that came today could have presented at an earlier meeting. There

event is happening from the 27<sup>th</sup>-31<sup>st</sup>. Therefore, at the October 23<sup>rd</sup> meeting they will be voting in regards to the request.

- 6) Short answer session took place including:
    - (a) Three members were mentioned only two air fare tickets being purchases – The National Organization pays for Colin’s expenses and only the two others members needs to funded.
  - 7) Chonlawan ends by saying that because the request is only for two members and The Financial Guidelines & Stipulations say they can only fund up to \$750 per the request will have to be for \$1,500.
  - 8) Short answer session took place including:
    - (a) When will travel requests forms be turned in – The club has two weeks prior to event to turn in forms they will turn them in before that time
  - 9) Chonlawan stated that Colin knows to bring her a copy of the travel request form for proof that he turned it in and Chonlawan will let the Finance Committee know that he turned it in.
- B) African Soul International Dance Club for \$2,618 from NP&A
- 1) Jeanette Jackson the president of African Soul International Dance Club gives a brief history of why this club was brought onto our campus, a brief history of herself, and the event that they are requesting funding for.
  - 2) Youssouf Koumbassa from Guinea West Africa who was going to teach at the event that had been planned for this day. He teaches all over the world and showed a short video of a workshop that he had done.
  - 3) The chair Chonlawan clarifies that like she mentioned previously the books were closed late and this is the first meeting as of recently none of the councils had submitted any DR’s to do disbursements for their councils. So what they allowed clubs to do is they took the previous allocation from last year and talked to their councils. African Soul International Dance Club did not have a budget for last year so Chonlawan talked to the MCC president and said that each club approximately gets \$2,000. What they did for their council allocation is underestimated to \$1,800.
  - 4) Jeanette Jackson gives a breakdown of money they have allocated from fundraising:
    - (a) \$1,800 from registration from people who are attending the event outside of the club
    - (b) They also received grants that helped them allocate money for the event from Irvine Foundation, and San Bernardino Fine Arts Commission
  - 5) Jeanette Jackson then gave a breakdown of the expenses:
    - (a) Marketing materials and website design \$1,300
    - (b) T-Shirts (expense amount not given)
    - (c) Space Reservation \$1518
    - (d) Costuming ( African American Engineers & Staff of Raytheon gave donation for costuming)
    - (e) Food \$20/person for each day (final expense amount not given)
    - (f) Other expenses associated with their MCC budget
  - 6) Brief short answer session took place including:
    - (a) Facility rental fee charged as outside entity – If event was free they would have not been charged to use the BSC
  - 7) Aden moved to suspend Robert’s Rules and move Discussion Item B – African Soul International Dance Club to Action Item A, Leslie seconded. Vote, 5:0:0, motion passes.

*African Soul International Dance Club for \$2,500 from NP&A as **Action Item A***

- 1) Aden moved to approve African Soul International Dance Club for \$2,500 from NP&A, Brandon seconded. Vote, 5:0:0, motion passed.

**V. Adjournment**

- A) Meeting was adjourned at 2:25pm
- B) Next Finance Committee Meeting: Friday, October 23,2015, 1:00pm-3:00pm, BSC – Orion C