



ASI Finance Committee Minutes

2015-16; 12 Friday, May 6, 2016, 1:00pm-3:00pm, 1st Floor, ASI Senate Chambers Meeting Room

I. Preliminaries

- A. Call to Order at: 1:03pm
- B. Quorum Check:

Chonlawan Khaothiemsang, Treasurer-Chair

Voting members:

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

Advisors:

- Jami Grosser, ASI Advisor
- Carol Lee, ASI Director of Financial Services
- Ivonne M. Cabezas, ASI Lead Financial Services **Excused Absence**

Non-voting Liaison:

- David Lee, Attorney General **Excused Absence**

C. Approval of Minutes

- 1) Brandon suggested revising Discussion Item C. Section 5 where it states, *Chonlawan added that under Mid-Year Budget Requests how would is the funding allocated when Finance Committee is not meeting during the summer session.* He suggested removing *is* after *how would* and include *be* before *the funding*.
- 2) Additionally Brandon suggested revising Discussion Item C. Section 6 which states, *She discussed with the committee that she would like to discuss with the committee that a request for a banquet or retreat not be funded.*
 - a) Chonlawan struck out from the sentence *that she would like to discuss with the committee.*
- 3) Chonlawan proposed amending Discussion Item C. Section 1. Subsection a. by striking out *until after they raise their entire fundraising amount.* and revise it to say *with their account from the funds that they have raised.*
 - 1) Diana moved to approve the minutes as amended from April 22, 2016, Aden seconded. Vote, 5:0:0, motion passed.

D. Agenda Changes

- 1) Chonlawan revised Adjournment to Friday, May 13, 2016, 12:00-1:00PM
- 2) Joshua moved to approve the agenda as amended, Aden seconded. Vote, 5:0:0, motion passed.

E. Introduction of Guests

- 1) William Wong, NU Alpha Kappa(NAKLAND), Director
- 2) Peter McGuire, ASI Sustainability Committee, Student-at-Large
- 3) David Maciel, Steel Bridge, Fabrication, Captain
- 4) Ryan Lam, Steel Bridge, Construction

F. Reports

- 1) Treasurer, Chair, Chonlawan Khaothiemsang- shared Elliott stepped down from his position as the Secretary of Sustainability and from the Sustainability Committee. The Sustainability Committee was divided into two working groups. One of the working groups will be focusing on outreach and updating the website and the other working group will be focusing on the guidelines that they have been writing. There will no longer be TGIF requests going through Sustainability they will be going through Finance.

G. Open Forum

- 1) There were no speakers

II. Action Item

A) ASI Sustainability Committee - \$15,000 TGIF

- 1) Chonlawan and Julian will be meeting with Athletics and getting further information in regards to if the waste bins can be used for ASI events and additional details including employment costs. They also want to better understand the partnership that ASI will be joining in with Athletics.
- 2) Aden moved to table Action Item A. ASI Sustainability Committees request of \$15,000 from TGIF, Diana seconded. Vote, 5:0:0, motion passed.

B) Gamer's Union - \$1,820 NP&A

- 1) Chonlawan shared Gamer's Union removed \$80 from their budget, because meals can only be funded for students and not the advisors attending.
- 2) Diana moved to approve Gamer's Union request of \$1,820 from NP&A, Aden seconded. Vote, 5:0:0, motion passed.

III. Information Item

A) No information items

IV. Discussion Item

A) Interfraternity Council - \$2,500 NP&A

- 1) William gave a brief history NAKLand and shared they have been around for 18 years now. He shared NAKLand is a FREE Children's Carnival that promotes higher education to youth and their families. He added that NAKLand also promotes uniting the Cal Poly Pomona campus with the community. There event will take place May 14, 2016 at Cortez Elementary School, 1300 N. Dudley St. Pomona, CA 91768. There will be free food, entertainment, toys for kids, games, raffles, and information booths.
- 2) William gave a breakdown of their events expenses:
 - a) Food
 - b) Rental
 - c) Entertainment
 - d) Prizes and School Supplies
 - e) Marketing
 - f) Inventory
 - g) Facility Fees
- 3) William shared exhibit 1 is an insurance claim for that Cortez Elementary had them submit it was approved. He then explained exhibit 2 is a standard waiver Cortez Elementary has you fill out in that states that you will not sue them.

- a) Chonlawan shared that for the record the Executive Director has to approve these two forms and sign a memo. Jami added that these forms also needs to be coordinated with the University as they can also be liable. She added that they must ensure they submit travel forms and health and safety forms because they will be serving food.
- 4) Leslie moved to suspend Robert's Rules and move Discussion Item A. Interfraternity Council's request of \$2,500 from NP&A to Action Item C., Aden seconded. Vote, 5:0:0, motion passed.

*Interfraternity Council for \$2,500 from NP&A as **Action Item C.***

- 1) Aden moved to approve Action Item C. Interfraternity Councils request of \$2,500 from NP&A with the stipulations that they turn in the appropriate paperwork. Leslie seconded.
 - a) Chonlawan stated that they would have until May 13, 2016 to turn in all their completed paperwork.
 - b) Vote, 5:0:0, motion passed.

For the record Chonlawan stated Diana Ascencio left the meeting and they are at 4 voting members.

- B) Steel Bridge - \$2,500 NP&A
 - 1) Ryan and David gave a brief history of the Steel Bridge team. They also explained the design phase and fabrication. David shared the National Student Steel Bridge Competition will take place at Brigham Young University in Provo, Utah. He added the event is May 26, 2016 thru May 28, 2016.
 - 2) David shared their expenses:
 - a) Hotel
 - b) Car
 - c) Cargo
 - d) Car/Gas
 - e) Nuts & Bolts
 - f) Registration
 - g) Welding Gas
 - h) Food
- C) 2016- 2017 ASI Financial Guidelines & Stipulations
 - 1) Chonlawan shared the following changes made to the 2016-2017 ASI Financial Guidelines & Stipulations:
 - a) The title was amended to state the *2016-2017* year
 - b) Under General Guidelines Section 1. Subsection c. they added *or personal events such as birthdays, showers, wedding, and similar occasions.*
 - i. Subsection d. *Flowers in connection with illness, hospitalization, or funeral.*
 - ii. Subsection e. *Gifts for birthdays, showers, weddings, or similar occasions. However, gifts for achievement and recognition for are allowable provided that the amount and frequency are reasonable.*
 - iii. Subsection f. *Events for fundraisers with the intent of generating income.*
 - iv. Chonlawan added subsections d, e, and f are items that may be funded by the Agency Account.
 - 2) Under General Guidelines Section 3. they added, *All documents related to travel must be submitted to ASI Financial Services prior to travel being done. Noncompliance may*

result in the inability to reimburse all travel related costs, in consultation with the ASI Treasurer and ASI Director of Financial Services.

- 3) Under General Guidelines Section 6. they added, *These forms must be submitted prior to the activity.*
 - 4) Under Council Guidelines Section 14. they added the following:
 - a) Added three instances of *and organizations*
 - b) Removed *at the beginning of the year* added *during fall quarter.*
 - c) Removed *balance* added *funding*
 - d) Removed *or after winter* added *early- Spring*
 - e) Added two instances of *Friday*
 - 5) Under Council Guidelines Section 15. and 16. they added, *and organizations*
 - 6) Under Student Clubs and Organizations Section 18. they removed, and *an ASI Financial* and added *the mandatory.*
 - 7) Under Student Clubs and Organizations Section 19. they added, *All clubs and organizations must attend a budget workshop conducted by ASI Financial Services in order to submit a request for any funding.*
 - 8) Under Student Clubs and Organizations Section 19. they removed, *The budget request should reflect the approved allocation from the council.*
 - 9) Under Student Clubs and Organizations Section 20. they amended the following:
 - a) Removed *The*
 - b) Added *and organizations*
 - c) Capitalized *Agency*
 - d) Added *or Cal Poly Pomona Foundations,*
 - e) Added *Inability to meet this deadline will result in the club's or organization's 30% allocation being withheld, and they be ineligible to receive any additional ASI funds.*
 - f) Added *also*
 - g) Added *into*
 - 10) Under Mid-Year Budget Request they removed Section 24.
- D) ASI Reserve Policy
- 1) Chonlwan briefly reviewed the ASI Reserve Policy amendments:
 - a) She explained they need to include TGIF into the policy
 - b) From Reserve 5 she would like to remove events from TGIF to mainly have it focus on just projects
 - i. The committee discussed events and projects from TGIF

V. Adjournment

- A) Next Finance Committee Meeting Friday, May 13, 2016, 12:00-1:00PM, BSC 1st Floor, ASI Senate Chambers Conference Room
- B) Meeting was adjourned at 2:59pm