



## ASI Finance Committee Minutes

2015-16; 13 Friday, May 13, 2016, 12:00pm-1:00pm, 1<sup>st</sup> Floor, ASI Senate Chambers Meeting Room

### I. Preliminaries

- A. Call to Order at: 12:04pm
- B. Quorum Check:

Chonlawan Khaothiemsang, Treasurer-Chair

*Voting members:*

- Joshua Ebiner, Senator Pro-Tempore, Vice Chair
- Julian Herrera, President
- 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) Leslie moved to approve the May 6, 2016 minutes, Julian seconded. Vote, 6:0:0, motion passed.
- D. Agenda Changes
  - 1) Chonlawan added Action Item A. Steel Bridge - \$2,500 NP&A
  - 2) She moved the 2016-2017 ASI Financial Guidelines and Stipulations to Action Item B.
  - 3) Julian moved to approve the agenda as amended, Aden seconded. Vote, 6:0:0, motion passed.
- E. Introduction of Guests
  - 1) There were no guests
- F. Reports
  - 1) There were no reports
- G. Open Forum
  - 1) There were no speakers

### II. Action Item

- A) Steel Bridge - \$2,500 NP&A
  - 1) Julian moved to approve Steel Bridges request of \$2,500 from NP&A, Joshua seconded. Vote, 6:0:0, motion passed.

B) 2016-2017 ASI Financial Guidelines and Stipulations

- 1) Chonlawan shared the following amendments made to the 2016-2017 ASI Financial Guidelines and Stipulations:
  - a. A header change will be discussed at the upcoming Finance Committee Meeting.
  - b. In the introduction statement they added, *For additional information or clarification, consult the ASI Treasurer or the ASI Director of Financial Services, and visit the ASI Financial Services website: <http://asi.cpp.edu/services/financial-services/>*
    - i. The committee agreed that just including the website address would be sufficient
  - c. Under General Guidelines they added Section 4. which reads, *International travel must be approved by the University prior to any travel taking place. This process may take up to three (3) months. This requirement is in addition to the above stipulation.*
  - d. Under General Guidelines they added Section 5., *All disbursements for travel must be submitted no later than ten (10) days after return from travel.*
  - e. Under General Guidelines they added Section 17., *Any co-funding of both the ASI and BSC budgets not approved during the annual budget process must be approved by the ASI Treasurer. The ASI Treasurer must keep the Senate informed of all decisions, prior to the co-funded activity taking place.*
    - i. The committee discussed that the approved ASI and BSC budget allows some groups to tap into both budgets, and therefore they want ensure that this is approved by the ASI Treasurer beforehand to avoid tapping into both.
  - f. Under Council Guidelines Section 19. they added, *Councils shall distribute funding to their clubs and organizations through the submission of a completed Budget Transfer Form to ASI Financial Services. The Council's elected e-board shall decide how much to allocate to each club based on selected criteria.*
  - g. Under Mid-Year Budget Request Section 24. they added, *All mid-year budget requests must be approved before the event or after, but no later than the following quarter of which the event took place. Or Mid-year budget requests that are approved after the event has taken place must be done so by the end of the following quarter.*
  - h. Under TGIF they included Section a., *Mid-year budgets requests shall not exceed \$15,000 from TGIF for any on-campus sustainability project or activity.*

- i. They also included Section c., *Multiple allocations from TGIF for the same project or activity shall not be allowed.*
- 2) Brandon moved to recommend the 2016-2017 ASI Financial Guidelines to the ASI Senate with the stipulations that the wording is clarified for line 24 under Mid-Year Budget Request and that the TGIF Mid-Year Budget Request section is further looked into, Joshua seconded. Vote, 6:0:0, motion passed.

### **III. Information Item**

- A) Interfraternity Council - \$2,500 NP&A
  - 1) Jami shared an update on Interfraternity Councils request, there were some complications as the event was off campus however there request will be approved.

### **IV. Discussion Item**

- A) ASI Reserve Policy
  - 1) Diana moved to table the ASI Reserve Policy until the next ASI Finance Committee Meeting, Joshua seconded. Vote, 6:0:0, motion passed.

### **V. Adjournment**

- A) Next Finance Committee Meeting Friday, May 27, 2016, 1:00-3:00PM, BSC 1<sup>st</sup> Floor, ASI Senate Chambers Conference Room
- B) Meeting was adjourned at 1:07pm