



## ASI Finance Committee Minutes

2017-18:4 Friday, January 12, 2018, 8:30am-10:30 AM, BSC, 2<sup>nd</sup> Floor, England Evans

### I. Preliminaries

- A. Call to Order at 8:41 am
- B. Quorum Check:

Kellie Pinedo, Treasurer, Chair

#### *Voting members:*

- Catherine Kavianian, Senator Pro-Tempore, Vice Chair
- Farris Hamza, President
- Carlos Gomez, Vice President
- Courtney Yu, Business Senator
- Elizabeth Marquez, Senator-at-Large (MCC)
- Rachel Hunter, Senator-at-Large (SIC)

#### *Advisors:*

- Jami Grosser, Senior Coordinator, ASI Advisor
- Carol Lee, ASI Director of Financial Services **Excused Absence**
- Ivonne Cabras, Designee for ASI Director of Financial Services

#### *Non-voting Liaison:*

- Joshua Ebiner, Attorney General

- C. Agenda Changes
  - 1) Farris recommended adding Preliminaries Item D. Approval of Minutes, Carlos seconded. Vote, 6:0:0, motion passed.
- D. Approval of Minutes
  - 1) Farris moved to approve the minutes from October 20, 2017 and November 3, 2017, Courtney seconded. Vote 6:0:0, motion passed.
- E. Introduction of Guests
  - 1) Panik Moradian, Pre-Medical Student Association, President
- F. Reports
  - 1) There were no reports
- G. Open Forum
  - 1) There were no speakers

### II. Action Item

- A) Mid-Year Budget Request: Pre-Med Students Association
  - 1) Catherine moved to approve the Mid-Year Budget Request of Pre-Med Students Association for \$5,401, Farris seconded. Vote, 6:0:0, motion passed.

### III. Discussion Item

- A) Mid-Year Budget Request: Pre-Med Students Association, \$5,389, NP&A
  - 1) Panik presented for the Pre-Med Students Association. He noted that the request is \$5,401 and not \$5,389 listed on the Agenda. He continued that this change has to do with the increase in gas prices.
  - 2) Panik shared that the requested funds are for two-night hotel stay and round-trip gas costs to San Jose, California. He shared that the students will be attending the Stanford University Minority Medical Alliance (SUMMA) Health Conference which aims to

increase the diversity of health professions and encourage minorities to pursue medical degrees. He explained that last year the club took 14 students and this year they wish to 40 students. He added that the budget requests does not include food costs and that students would be required to pay for their own food. He shared the benefits for Cal Poly students for networking, workshops, mock interviews, and opportunity to work on medical applications with acceptance boards.

- 3) He added that Science council will provide \$1,300 and each attendee will provide \$30 to pay for their conference registration.
  - 4) Kellie added that Panik previously notified her that the hotel requires a deposit on the rooms by January 19<sup>th</sup>, 2018.
  - 5) Josh moved to suspended Robert's Rule and move Discussion Item A. Mid-Year Budget Request: Pre-Med Students Association, \$5,389, NP&A to Action Item A., Catherine seconded. Vote, 6:0:0, motion passed.
- B) Finance Committee Code
- 1) Kellie explained that all Committees were asked by Rules & Policies Committee (R&P) to review their Committee Code. She requested feedback and suggestions from the Committee regarding the existing Committee Code.
  - 2) Josh recommended Section III - Duties of Committee Chair remove the reference to the ASI By-Laws.
  - 3) Rachel noted that the Committee Code states each Senator-at-Large Representative are to serve a one-year term. She asked why the two Fall Quarter Senator-at-Large Representatives were asked to rotate in the new quarter.
    - i. Kellie added that although the Committee Code states each Senator-at-Large Representative are to serve one year term, the By-Laws indicated that Senator-at-Large Representatives rotate with each quarter. She added that once the By-Laws are approved by Senate, the Senator-at-Large Reps. will serve the one-year term as listed in the Committee Code.
  - 4) Farris asked the committee if anyone knew why \$2,500 was the maximum budget request Finance Committee could approve.
    - i. Jami suggested this is a way to balance financial power.
    - ii. Farris recommended adjusting the request threshold to \$3,000 to allow more autonomy to the Finance Committee.
    - iii. Carlos added that this change would require adjustments to the Financial Guidelines and Stipulations document.
  - 5) Rachel recommended changing Senates cap of \$5,500 since gas prices have gone up since the cap was set and majority of conferences require students to travel distances.
    - i. Josh recommended reviewing older policy documents to see why the cap was set to \$5,500.
    - ii. Farris recommended changing each of the financial decision maximums by \$500. Finance Committee to approve budgets up to \$3,000 and Senate to approve budgets up to \$6,000.
  - 6) Courtney recommended removing reference to the By-Laws in Section IV – Mid-Year Budget Request, Subsection i.
  - 7) Kellie recommended discussing these amendments at the next R&P meeting.
  - 8) Catherine suggested the committee evaluate the existing club budget requests and find out what the average budget request is to provide some validation for Finance Committee and Senates assigned decision making power.

- i. Carlos recommended looking at trends for the last few years and add a certain percentage to the average.
  - ii. Elizabeth stated that she would like to see the \$2,500 threshold allowed for Finance Committee to vote on to go up so that more decisions can be made at this committee.
- C) Student Government/SAP Winter Retreat
  - 1) Kellie shared that Student Government would not complete a Mid-Year Budget Request for the upcoming retreat to ensure that this does not start a trend for all clubs. She added that at this moment Student Government does not know how to fund the upcoming retreat.
  - 2) Farris shared that most of the Student Government Budget is maximized and only \$1,300 is available for the retreat. He added that Student Activities and Programs (SAP) & BEAT may have funding to cover some of the costs. He added that the ASI Budget is \$2,200 short from the existing Kellogg West quote, which includes hotel rooms, conference room, and food.
  - 3) Carlos recommended removing the hotel rooms from Kellogg West.
    - i. Farris added that the Kellogg Conference Room would likely still be required to guarantee a space for the group to meet.
    - ii. Jami added that Kellogg West Conference Rooms are expensive because of food and require paying per person.
  - 4) Catherine recommended using AGRIsapes.
  - 5) Farris shared that he will speak with Michelle, ASI Administrative Assistant, to see if removing the hotel rooms will keep the retreat within budget.

#### **IV. Information Item**

- A) There were no information items

#### **V. Adjournment**

- A) Next Finance Committee Meeting: Friday, January 26, 2018, 8:30am-10:30am, BSC, England Evans
- B) Meeting was adjourned at 9:25 AM