



## ASI Finance Committee Minutes

2017-18:5 Friday, January 26, 2018, 8:30am-10:30 AM, BSC, 2<sup>nd</sup> Floor, England Evans

### I. Preliminaries

- A. Call to Order at 8:40 am
- B. Quorum Check:

Kellie Pinedo, Treasurer, Chair

#### *Voting members:*

- Catherine Kavianian, Senator Pro-Tempore, Vice Chair
- Farris Hamza, President **Unexcused Absence**
- Carlos Gomez, Vice President **Excused Tardy**
- 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**

#### *Non-voting Liaison:*

- Joshua Ebner, Attorney General

### C. Agenda Changes

- 1) Kellie recommended amending Discussion Item C. to Mid-Year Budget Request: Hermanos Unidos
- 2) Kellie recommended adding Discussion Item D. Mid-Year Budget Request: Hermana Unidas
- 3) Kellie recommended amending Discussion Item C. Financial Guidelines & Stipulations to Discussion Item E.
  - i. Kellie approved the agenda amendments as chair

### D. Approval of Minutes

- 1) Catherine moved to approve the minutes from January 12, 2018, Rachel seconded. Vote 4:0:0, motion passed.

### E. Introduction of Guests

- 1) Roberto Mendez, Hermanos Unidos, President
- 2) Daniel DeLeon, Hermanos Unidos, Fundraising Chair
- 3) Fernando Michael, Hermanos Unidos, Senior Advisor
- 4) Tatana Saykali, Lebanese Student Association, President
- 5) Ali Ashker, Lebanese Student Association, Vice-President
- 6) Raquel Larez, American Society of Civil Engineers, Treasurer
- 7) Racieli Andrada, American Society of Civil Engineers, President
- 8) Nicole Ochoa, Hermanas Unidas, President
- 9) Yadira Gonzalez, Hermanas Unidas, President
- 10) Lorena Flores, Hermanas Unidas, Treasurer

### F. Reports

- 1) There were no reports

### G. Open Forum

- 1) There were no speakers

## II. Action Item

- A) Mid-Year Budget Request: Hermanos Unidos, \$5,500, NP&A
  - 1) Catherine moved to approve the Mid-Year Budget Request of \$5,500, Courtney seconded. Vote, 5:0:0.
- B) Mid-Year Budget Request: Hermanas Unidas, \$5,500, NP&A
  - 1) Rachel moved to approve the Mid-Year Budget Request of \$5,500, Carlos seconded. Vote, 5:0:0.

## III. Discussion Item

- A) Mid-Year Budget Request: Lebanese Student Association, \$5,420, NP&A
  - 1) Tatana and Ali presented for the Lebanese Student Association (LSA).
  - 2) Panik shared that the goal of the club is to connect students from Middle Eastern decent. She continued that the requested funds are for Lebanese Collegiate Network Convention at University Southern California, in Los Angeles on April 6<sup>th</sup> – 8<sup>th</sup>.
  - 3) Tatana shared that the LSA plans to provide hotel stay for 12 students. She continued that they have reserved 6 rooms. She added that the club intends to have 28 students in attendance.
  - 4) Kellie added that this Discussion Item will be an Action Item at the next Finance Committee Meeting.
- B) Mid-Year Budget Request: American Society of Civil Engineers, NP&A
  - 1) Raquel and Racieli presented for the American Society of Civil Engineers (ASCE).
  - 2) Raquel shared that the budget request is for their club to attend the Pacific Southwest Conference. She added that the conference is a three day civil engineering competition. She continued that the event will be held at Arizona State University.
  - 3) Racieli shared that they will take 105 members. She added that the Cal Poly Pomona (CPP) chapter is the largest student chapter in ASCE.
  - 4) Raquel shared that at the conference members participate in competitive events. She added students work all year to build and prepare their structures for the competition.
  - 5) Racieli added that last year CPP placed 3<sup>rd</sup> overall out of 18 schools.
  - 6) Raquel added that they charge each student \$210 for registration. She continued that the registration for the conference is \$100 per student and the remaining student contributed funds are used to cover a portion of the additional costs involved, such as t-shirts, supplies, and hotel accommodations. She continued that the total request from the Finance Committee is \$5,500. She added that the ASCE also does additional fundraising through corporate sponsorship, along with funding support from the Engineering Council, ASI, and other on-campus fundraisers.
  - 7) Kellie added that this Discussion Item will be an Action Item at the next Finance Committee Meeting.
- C) Mid-Year Budget Request: Hermanos Unidos
  - 1) Roberto, Daniel, and Fernando presented for Hermanos Unidos.
  - 2) Roberto shared that the goal of the club is to increase the enrollment, graduation, and retention of Latino males in higher education.
  - 3) Roberto shared that the Hermanos Unidos National Leadership Conference will be held at San Francisco State University. He continued that they anticipate for 90 members to attend.
  - 4) Roberto shared the Mid-Year Budget Request \$5,880.60
    - i. Kellie asked if the club would like to amend the request to \$5,500, because that is the maximum ASI can provide for club per year.

- 5) Courtney asked the club to clarify where the event is because the expense line lists California State University Fullerton.
    - i. Kellie shared that throughout the Mid-Year Budget Request Form California State University Fullerton is listed. She encouraged the club to revisit their request.
  - 6) Carlos asked if any overnight stay would be involved.
    - i. Daniel shared that the Hermanos Unidos Chapters from San Francisco State University and University of California Berkeley will host the CPP chapter, so they do not have to pay for overnight accommodations.
  - 7) Carol asked the club if the event happens every year why are they requesting at this time in the school year. She added that even if Roberts Rule is suspended, the funds will not be made available before the conference.
    - i. Fernando shared that at the beginning of the year they did not know the date or the location of the conference. He continued that for those reasons they did not request for the funds earlier.
  - 8) Catherine moved to suspend Roberts Rules to move Discussion Item C. Mid-Year Budget Request: Hermanos Unidos to Action Item A., Rachel seconded. Vote, 5:0:0, motion passed.
- D) Mid-Year Budget Request: Hermanas Unidas
- 1) Nicole, Yadira, and Lorena presented from Hermanas Unidas.
  - 2) Lorena shared that the funds requested are for a two day conference held at San Francisco State University.
  - 3) Yadira shared that the focus of this conference is on women in the digital driven world. She added that the club intends to bring fifty members. She added that funds are to support the rental of two ten-passenger vans, gasoline, and overnight housing for the attendees. She continued that the total requested is \$8,435.
  - 4) Kellie asked if the club would like to amend the request to \$5,500, because that is the maximum ASI can provide to a club per year. She also asked if they receive the maximum amount ASI can provide how they plan to offset the remaining \$2,450 in costs needed to attend the event.
    - i. Nicole shared that the organization has club funds saved from last academic year. She continued that the club is hosting a fundraising event this month and has also applied to the on-campus Administrative Fund. She added that their hope is to raise as much money as possible in order to avoid charging their members more.
  - 5) Carol shared that the club should amend their Mid-Year Budget Request to include all additional funding sources, such as fundraising event. She continued that cost of gas per mile has increased and this expense line should be amended before presenting the budget request to Senate.
  - 6) Josh noted that the document includes accommodations for only 45 people. He continued that in the presentation someone stated 50 members registered to attend the conference. He suggested that if the club intends to have more members staying in each of the reserved accommodations they should ensure that this information is reflected in the document.
  - 7) Carol asked if the two rental vans were included in the gas expense line item.
    - i. Nicole shared that only one rental van was accounted for.
    - ii. Carol suggested they revisit this expense line and ensure that all car expenses are accounted for.

- iii. Jami recommended that they review the committee's recommendations before presenting to senate. She continued that this will make the process of presenting to Senate much easier.
  - 8) Carlos moved to suspend Roberts Rules to move Discussion Item D. Mid-Year Budget Request: Hermanas Unidas to Action Item B., Rachel seconded. Vote, 5:0:0, motion passed.
- E) Financial Guidelines & Stipulations
- 1) Kellie shared ASI's Financial Guidelines and Stipulations Document.
  - 2) Carlos shared that if the committee decides to change the maximum amount Finance Committee can allocate to clubs than the committee must amend the section Mid-Year Budget Request(s). He asked why this document includes direct link to budget and does not just state policy information.
    - i. Carol shared that having this document linked to the budget forces the committee to review and amended the document every year.
  - 3) Kellie asked Carol for background information on the current maximum budget approval rates for Senate and Finance Committee. She continued by asking if there is an opportunity to change this.
    - i. Carol asked why the committee was interested in changing this procedure. She continued by asking if there are many instances where the Finance Committee or Senate have had to ask clubs to reduce their requests to meet the maximums.
      - a) Kellie shared that Finance Committee consistently sees club requests that reach the highest amount they can request. She added that the committee then has to suspend Roberts Rules and send the request to Senate.
      - b) Carlos added that this change would empower this committee to take more actions instead of always sending the request to Senate.
  - 4) Carol shared that some clubs will always try to request the maximum, so the committee will be required to make strong recommendations to these larger requests. She continued that if the committee uses larger amounts per club from the reserves than they will likely not be able to allocate to as many clubs. She added that the requested change is not outrageous and she did not foresee a huge change. She added that they are in the works of adjusting the clubs budget timeline. She continued that clubs would submit budgets before the new academic year making budgets available to clubs at the beginning of the academic year.
    - i. Catherine shared that her council supports the idea to make the budget process happen sooner. She added that her council has thought the current budget timeline does not allow for a smooth transition between academic years. She continued that if the budget process were to happen earlier it would make the process much smoother for clubs and their councils.
    - ii. Elizabeth asked how this process would affect groups interested in chartering a new clubs.
      - a) Carol suggested that each academic year there is a late registration for new clubs and that this process would not change. She continued that it often has to do with the councils and if they have funds to allocate for clubs who register late in the academic year.
      - b) Carlos suggested that there should be a requirement for councils to allocate a certain percentage of their funds to be dedicated to new clubs who form at the middle of the year. He added that this percentage could be determined by the councils and according to their budget.

**IV. Information Item**

A) There were no information items

**V. Adjournment**

A) Next Finance Committee Meeting: Friday, February 9, 2018, 8:30am-10:30am, BSC, England  
Evans

B) Meeting was adjourned at 9:59 AM