



## ASI Finance Committee Minutes

2017-18:7 Friday, February 23, 2018, 8:30am-10:30 AM, BSC, 2<sup>nd</sup> Floor, England Evans

### I. Preliminaries

- A. Call to Order at 8:35 am
- B. Quorum Check:

Kellie Pinedo, Treasurer, Chair

#### *Voting members:*

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

#### *Advisors:*

- Jami Grosser, Senior Coordinator, ASI Advisor
- Carol Lee, ASI Director of Financial Services

#### *Non-voting Liaison:*

- Joshua Ebner, Attorney General

### C. Approval of Minutes

- 1) The chair opened up the floor for discussion on the Finance Committee Meeting minutes from January 26<sup>th</sup> and February 9<sup>th</sup>, 2018.
- 2) There were no changes
- 3) Minutes were approved

### D. Agenda Changes

- 1) Kellie recommended amending Discussion Item B. to Mid-Year Budget Request: Black Student Union, \$5,500, NP&A
- 2) Kellie recommended adding Discussion Item D. for TGIF Request - Sustainability Committee
- 3) The agenda amendments were approved

### E. Introduction of Guests

- 1) Steven Stebbins, Touzan Tuiko JSA, Treasurer
- 2) Taylor Broome, Black Student Union, Publicity Chair
- 3) Jordyn Masters, Black Student Union, President
- 4) April Castros, ASI, Student Activities and Programs Student Supervisor
- 5) Martha Rosario, ASI, Secretary of Sustainability

### F. Reports

- 1) There were no reports

### G. Open Forum

- 1) There were no speakers

### II. Action Item

- A) Mid-Year Budget Request: Global Medical Brigades, \$5,500, NP&A
  - 1) Carlos moved to approve Global Medical Brigades request of \$5,500 from NP&A, Elizabeth seconded. Vote, 4:0:0, motion passed.

- B) Mid-Year Budget Request: Pi Sigma Epsilon, \$5,500, NP&A
  - 1) Catherine moved to approve Pi Sigma Epsilon request of \$5,500 from NP&A, Elizabeth seconded.
  - 2) Courtney stated that as a member of Pi Sigma Epsilon she is abstaining from the vote.
  - 3) Vote, 2:1:1, motion passed.

### III. Discussion Item

- A) Mid-Year Budget Request: Touzan Taiko Japanese Student Association, \$4,430, NP&A
  - 1) Steven presented for the Touzan Taiko Japanese Student Association. He shared that the organization is a performance group who play Taiko Drums, a traditional Japanese instrument.
  - 2) Steven added that the funds are to help support the Third Annual Spring Concert. He continued that the budget is allocated for theater usage for two days, two Rope Shime Drums, spare bachi, recorders, decorations, and marketing for the concert.
  - 3) Courtney asked if it is typical for Mid-Year Budget Requests to fund equipment.
    - i. Carol shared that typically this fund is not used for equipment, but because of the nature of this organization equipment is among one of the only things this organization can request and for that reason it is fine for the committee to consider funding them.
  - 4) Carlos asked how the organization is keeping track of the equipment.
    - i. Steven shared that they keep very close tabs on the equipment. He added that they are stored at someone's house and only members of the board are allowed to move them. He added that they also keep record of who attended practices and the instruments used.
  - 5) Kellie added that the marketing expense is relatively high. She added that the quote is dated and asked for an updated quote before moving the request forward to Senate.
    - i. Elizabeth added that they should pursue a second quote.
    - ii. Courtney recommended Boomerang Flyer. She added that they are significantly cheaper.
- B) Mid-Year Budget Request: Black Student Union, NP&A
  - 1) Taylor and Jordan presented from the Black Student Union.
  - 2) Taylor added that this year is the 50<sup>th</sup> Anniversary for the Black Student Union. She added that to celebrate the accomplishments of the organization and diversity on-campus they plan to host a Gala Event.
  - 3) Jordan added that the Gala will also establish a Scholarship Fund from the Black Student Union.
  - 4) Taylor shared the fundraising efforts of Black Student Union. She added that the requested \$5,500 would help support the venue rental for the event.
  - 5) Catherine asked for information on what happens if the event does not meet the expected attendees.
    - i. Jordan shared that the organization would need to pay for the missing difference of attendees at the rate of \$47.00 an attendee.
  - 6) Carol shared that there is an ASI Hospitality Policy that only allows ASI funds to support an individual rate of \$30.00 per person. She continued that the committee can only consider funding up to \$30.00 per person.
  - 7) Carlos referred to the ASI Financial Guidelines and Stipulations - Section 32. He shared that mid-year budget requests may not support retreats, banquets, or other general club request. He asked if this event falls into the retreat and banquet component.

- 8) Carol added also that ASI Funds cannot be used to create scholarships. She added that outside of the Student Leader scholarships ASI cannot attempt to generate funds for other potential scholarships.
    - i. Jordan added that the proceeds for each person's ticket price will not be used to fund the scholarship. She added that the Gala will include an outside component for people to donate to the fund.
  - 9) Carol recommended the organization come back to the Finance Committee with a request for other allocations to events such as professional development events and not an event, such as a Banquet.
- C) Financial Guidelines & Stipulations: New Club Fundraising Deadlines
- 1) Kellie shared the ASI Financial Guidelines and Stipulations. She shared that the Rules and Policies Committee approved the amendments made to the Finance Committee Code. She added that as a result the committee must make amendments to the ASI Financial Guidelines and Stipulations document associated to the changes made in the committee code.
  - 2) The committee discussed how the deadlines and dates would be effected by the semester conversion.
  - 3) Carlos shared that all mentions of \$5,500 should be amended to \$6,000.
  - 4) Kellie shared that this document will be brought back to the committee.
  - 5) Carlos suggested Kellie allow the committee one week to review the document and provide any feedback.
- D) TGIF Request - Sustainability Committee
- 1) Martha reviewed her position for the Finance Committee. She shared how each of the components of her position inspire the goals and objectives of Earth Week activities.
  - 2) Martha shared The Green Initiative Fund Guidelines and reviewed sections which suggest support the use of the TGIF for Earth Week.
  - 3) Martha shared that Earth Week is an opportunity to showcase Sustainability and the Sustainability Committee to all students on-campus.
  - 4) Martha shared the breakdown of the TGIF budget request.

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

- A) There were no information items

#### **V. Adjournment**

- A) Next Finance Committee Meeting: Friday, March 9<sup>th</sup>, 2018, 8:30am-10:30am, BSC, England Evans
- B) Meeting was adjourned at 9:25 AM