



## ASI Finance Committee Minutes

2017-18:9 Friday, April 13, 2018, 8:30am-10:30 AM, BSC, 2<sup>nd</sup> Floor, Centaurus

### I. Preliminaries

- A. Call to Order at 8:45 am
- B. Quorum Check:

Kellie Pinedo, Treasurer, Chair

#### *Voting members:*

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

#### *Advisors:*

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

#### *Non-voting Liaison:*

- Joshua Ebner, Attorney General **Excused Absence**

### C. Approval of Minutes

- 1) The chair opened up the floor for discussion on meeting minutes from February 23, 2018 and March 9, 2018.
- 2) There was no discussion
- 3) The minutes were approved

### D. Agenda Changes

- 1) Kellie recommended amending Discussion Item A. ii. from Lambda Theta Phi to Omega Psi Phi, \$5,500 NP&A
- 2) The agenda amendments were approved

### E. Introduction of Guests

- 1) Ani Kourchians, Ag Peer Advisors, Treasurer
- 2) Irene Ngo, Ag Peer Advisors, Planner Chair
- 3) Sandy Nhan, , Ag Peer Advisors, Publicity/Historian
- 4) Brandyn Baker, Omega Psi Phi, Scheduler/President

### F. Reports

- 1) There were no reports

### G. Open Forum

- 1) There were no speakers

### II. Action Item

- A) There were no action items

### III. Discussion Item

- A) Mid-Year Budget Request:

- i. Ag Peer Advisors, \$2,238 NP&A
  - a. Ani, Irene and Sandy presented on behalf of the Ag Peer Advisors.
  - b. Irene shared that the requested funds are to purchase student planners. She continued that the planners a yearly tradition for the College of Agriculture. She

continued that the planner is a valuable resource for students because it includes information on clubs within the college and faculty contact information.

- c. Ani shared that \$2,500 of the expense is fundraised through advertisements from College of Agriculture Clubs and local business. She continued that this year they hope to order an extra 500 planners from last year resulting in a total of 1,700 planners for distribution.
  - d. Jami shared a typo in the shared example planner referring to Office of Student Life and Cultural Centers (OSLCC). She shared her card with the club and encouraged them to contact her for more information on the OSLCC.
- ii. Omega Psi Phi, \$5,500 NP&A
- a. Brandyn presented on behalf of Omega Psi Phi.
  - b. He continued that the request is to fund the clubs 2018 Women's Appreciation Event.
  - c. He shared that the event will be held on May 11 on Cal Poly Pomona's Campus. He added that the event is the 8<sup>th</sup> Annual, but has not been held in two years because of the clubs lack of presence on campus. He added that since being initiated last year, his hope is to bring the event back to the campus.
  - d. Brandyn added the request is mostly to cover the costs of food from Kellogg West. He continued that the event is free to attendees and the club expects around 200 - 250 people.
  - e. Isaiah asked if this event is similar to the Black Women's Event with local Black Student Unions.
    - i. Brandyn responded by sharing that the event Isaiah is talking about is not a CPP specific event. He continued that the proposed event is here at Cal Poly and it is not specific to just black women, but to all women.
  - f. Farris suggested that Brandyn work with Kellie to create and present a detailed budget in the next meeting to be considered for funding.
  - g. Carlos shared that the event is still not eligible for funding from the Mid-Year Budget Request, according to Financial Guidelines and Stipulations Document Section 32. He added that a Banquet is not just awards, but it is a dinner too.
    - i. Kellie shared that if there was a guest speaker or workshops, the event would likely seem less like a banquet.
    - ii. Brandyn added that by adding a keynote speaker, his chapter assumed this would make it more of a banquet.
    - iii. Jami added that a banquet is typically an internal event, whereas this event is open to everyone. She added that in this case it is a program.
    - iv. Isaiah shared he believes this event is not a banquet and should be funded once the committee receives a budget.
- B) Financial Guidelines & Stipulations
- i. Kellie reviewed the following changes made to the Financial Guidelines & Stipulations document.
    - a. She shared the amendment made to Item 10 regarding the deadlines for submitted budgets.
    - b. She stated Item 15 still needs to be discussed as they will need to decide the percent amount to save in reserves.
    - c. Kellie shared the amendment made to Item 16 regarding the change of language from Quarter to Semester.

- d. She shared that Item 18 was amended to reflect Semesters instead of Quarters. She continued that the amendments have specific dates for when funds are released.
  - 1. Rachel asked if fundraising would need to happen earlier as well.
  - 2. Carol said it would. She continued that the clubs would know in previous academic year how much funds are allocated to them before the new academic year.
- e. Kellie shared that Item 22 and Item 23 was reworded into Item 22. She asked if the item should state whether clubs attend a budget workshop or budget workshop(s).
  - 1. Carol shared it they attend one budget workshop, the second training is a dispersal training.
- f. Kellie shared Item 24 was amended by making it clear for clubs to know when they can ask for Mid-Year Budget Requests.
- g. Kellie shared that Item 25 should be amended to indicate clubs need for 20% additional funding should be completed no later than early February.
- h. Kellie shared that Item 27 was amended to the new maximum amount of funding clubs can ask for in Mid-Year Budget Requests.
- i. Kellie shared that Item 30 was amended to reflect July and September events and the process for Mid-Year Budget Requests.
- j. Jami asked if Item 25 should reflect that Finance Committee now has the power to approve \$3,000.
  - 1. Courtney suggested adding this to Item 27.
  - 2. Kellie agreed that this should be under Item 27.
- ii. Farris suggest Item 32 include a description on what is a banquet and differentiate between an internal banquet and something done for the larger community.
  - a. Carlos read the Merriam-Webster Dictionary definition for banquet, “an elaborate and often ceremonious meal for numerous people often in honor of a person a. state banquet. He continued that with that definition the requested event earlier is an example of a banquet. He continued that he does see the value in differentiating between council banquets and community banquets. He added that this will likely set a precedent and encourage all clubs to use the Mid-Year Budget Request for catered dinners at Kellogg West.
  - b. Isaiah suggested that the event discussed earlier is a growing and learning opportunity for men to provide them the opportunity to serve women. He added that the event is all about women’s empowerment with performers and is different than a banquet.
  - c. Carlos shared that his concern is not the specific event and he believes this event is valuable. He continued though that he disagrees with spending \$5,000 just on food on events that are not council clubs or banquets. He added that if the event means so much to them they will fundraise.
  - d. Rachel shared that this should be decided by each year’s Finance Committee. She continued that although Carlos is not comfortable with this maybe the next Finance Committee is depending on reserves and funding changes. She added that the physical cap restricts the committee just as this committee has been restricted from caps established in the past.
  - e. Jami shared that the vagueness in the document could allow for flexibility. She encouraged the committee to think about how they advise students. She continued that if the event is a program then the students should be advised not to use the term banquet.

- iii. Carlos asked for clarification on Item 30.
  - a. Carol added that these dates are in relation to the fiscal year and not the academic year.
- iv. Kellie shared that if there are any more comments they can be shared at the next meeting when this item goes to Action Item.

**IV. Information Item**

- A) There were no items

**V. Adjournment**

- A) Next Finance Committee Meeting: Friday, April 27<sup>th</sup>, 2018, 8:30am-10:30am, BSC, 2<sup>nd</sup> Floor, Centaurus
- B) Meeting was adjourned at 9:20 AM