



Funding Committee Meeting

Minutes

Friday, April 13, 2018
 Time: 12:00pm-2:00pm
 Location: Administration Building Rm 313
 Attendees: Funding Sub-Committee, Special Public

- I. Organizational Items:
 - a. Call to Order @ 12:07 noon
 - b. Roll Call (Establishment of Quorum)

Barbara Hong	<i>Vice Chair for Finance</i>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
David Zitser	<i>ASI President</i>	Present
Joshua Salazar	<i>Campus Affairs Rep</i>	Excused Absence
Lily Nguyen	<i>College of Natural and Social Sciences Representative</i>	Present
Justin Chang	<i>General Student</i>	Excused Absence
Christopher Koo	<i>General Student</i>	Present
Candice Varnado	<i>CSI Designee</i>	Excused Tardy at 12:17
John Tchong	<i>CFO Designee</i>	Excused Absence
Amanda Tapia	<i>UAS Representative</i>	Excused Absence
Intef W. Weser	<i>Executive Director</i>	Unexcused Tardy at 12:11
Dena Florez	<i>Office Manager Administration & Services</i>	Present
Guests of the Gallery		

c. Adoption of Agenda for Friday, April 13, 2018

Offered By:	Lily Nguyen	Seconded by:	Aaron Castaneda			
Motion to approve the Agenda for Friday, April 13, 2018. Amendment passed to change action item M to a boba fundraiser and to remove action items S through II due to a typo. Amendment passed to add a discussion item regarding club funding guidelines (Direct Funding Guidelines).						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Offered By:	Lily Nguyen	Seconded by:	Aaron Castaneda			
Amendment to change action item M to a boba fundraiser and to remove action items S through II due to a typo.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Amendment to add a discussion item regarding club funding guidelines (Direct Funding Guidelines).						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of the Minutes for Friday, March 23, 2018

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen			
Motion to approve the Minutes for Friday, March 23, 2017 at the end of the meeting.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

II. Public Forum:

 None

III. Action Items: - The Committee will consider funding the following requests offered to the Funding Committee.

a. Society of Hispanic Engineering and Science Students-FE Symposium 4/14/18- \$400.00

Offered By:	Lily Nguyen	Seconded by:	David Zitser			
Motion to approve Society of Hispanic Engineering and Science Students-FE Symposium 4/14/18- \$200.00. Change in amount due ASI funding policy for fundraisers for events with catered foods. Call to question was passed to end all discussion.						
All in Favor	3	Opposed	1	Abstained	None	Motion: Passed

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen			
Call to question.						
All in Favor	3	Opposed	1	Abstained	None	Motion: Passed

b. Financial Management Association – General Meeting- 4/18/18- \$63.67

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to approve Financial Management Association – General Meeting- 4/18/18- \$63.67.						
All in Favor	3	Opposed	1	Abstained	None	Motion: Passed

c. Hermanos Unidos-2018 HU Banquet- 5/4/18- \$2,200.00

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to table Hermanos Unidos-2018 HU Banquet- 5/4/18- \$2,200.00 to the next funding request meeting (4/27) upon completion of TIPS training.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Sigma Lambda Beta- Pizza Fundraiser- 4/9/18 & 4/16/18- \$64.92(each)- \$129.84

 Club was not present

e. Master of Social Work Student Organization-Spring Mixology- 5/3/18- \$496.52

Offered By:	Lily Nguyen	Seconded by:	Aaron Castaneda			
Motion to approve Master of Social Work Student Organization-Spring Mixology- 5/3/18- \$496.52.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

f. American Association of Airport Executive- AAAE 90TH Annual Conference & Exhibition- 4/15-4/18 - \$1,301.81

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen
-------------	-----------------	--------------	-------------

Motion to approve American Association of Airport Executive- AAAE 90TH Annual Conference &Exhibition- 4/15-4/18 - \$1,301.81.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

g. Student Nurses Association- Recognition Day- 5/3/18- \$820.19

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen			
Motion to approve Student Nurses Association- Recognition Day- 5/3/18- \$820.19.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

h. Master of Social Work Student Organization-Big Bear Retreat-5/10/18- \$645.00

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motion to approve Master of Social Work Student Organization-Big Bear Retreat-5/10/18- \$645.00.						
All in Favor	None	Opposed	All	Abstained	None	Motion: Failed

i. Phi Alpha Theta- PAT Pizza Fundraiser- 4/24 & 5/8- \$125.00

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motion to approve Phi Alpha Theta- PAT Pizza Fundraiser- 4/24 & 5/8- \$248.90. Change in amount due to a typo on the agenda.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

j. Phi Alpha Theta- End-of-the-Year Banquet-5/19/18- \$1,000.00

Offered By:	Aaron Castaneda	Seconded by:	David Zitser			
Motion to approve Phi Alpha Theta- End-of-the-Year Banquet-5/19/18- \$1,000.00.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

k. American Society of Mechanical Engineers- Robotics Bootcamp4/19/18- \$1,604.70

Offered By:	David Zitser	Seconded by:	Lily Nguyen			
Motion to approve American Society of Mechanical Engineers- Robotics Bootcamp4/19/18- \$1,604.70.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

l. Early Entrance Program Club-Corn Dog Fundraiser-4/19/18- \$142.74

m. Early Entrance Program Club-Boba Fundraiser-4/26/18- \$164.25

Offered By:	Lily Nguyen	Seconded by:	Christopher Koo			
Motion to approve Early Entrance Program Club-Corn Dog Fundraiser-4/19/18- \$142.74 & Early Entrance Program Club-Boba Fundraiser-4/26/18- \$164.25.						
All in Favor	3	Opposed	None	Abstained	1	Motion: Passed

a. Student Dietetic Association-RD Meet & Greet- 4/26/18- \$989.34

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to approve Student Dietetic Association-RD Meet & Greet- 4/26/18- \$989.34.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed


b. Vietnamese Student Association- Vietnamese Culture Night- 4/21/18- \$670.00

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen			
Motion to approve Vietnamese Student Association- Vietnamese Culture Night- 4/21/18- \$670.00.						

Motion passed to add the stipulation that the organization attends the meeting with Frangelo and Public Safety before their event.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to add the stipulation that the organization attends the meeting with Frangelo and Public Safety before their event. Call to question was passed to end all discussion.						
All in Favor	3	Opposed	1	Abstained	None	Motion: Passed

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen			
Call to question.						
All in Favor	3	Opposed	1	Abstained	None	Motion: Passed

c. ALPFA- Torta Thursdays- 4/19 & 4/26 & 5/3 (Three)- \$450.94(each)- \$1,352.82
 Club was not present

d. ALPFA- Torta Thursdays- 4/20 & 4/27 & 5/4(Three)- \$198.39(each)- \$595.17
 Club was not present

e. Chicano Community Medicine-Costco Pizza Fundraiser- 4/23 &4/24 (Two)-\$145.00 (each)- \$290.00

Offered By:	David Zitser	Seconded by:	Lily Nguyen			
Motion to approve Chicano Community Medicine-Costco Pizza Fundraiser- 4/23 &4/24 (Two)-\$145.00 (each)- \$290.00.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

IV. Discussion Items:

a. Discussion Item: Discuss Direct Funding Guidelines, Policy 204, and Policy 206 to provide suggested changes to Finance Committee

1. Policy 204

- i. Remove periods in A.S.I.
- ii. Commitment to sweatshop free
- iii. No more equipment lending

- 1. Policy 215
- 2. Liability issue
- 3. Returning equipment that is damaged
- 4. Fund equipment rental instead
 - a. Facilities, USU

iv. Spring/Fall allocation

- 1. Can request one semester in advance
- 2. ASI will not review events occurring from during this period from date-date
- 3. Will the old or new administration pay for it
- 4. June 13 is the deadline for auditing
- 5. 5.1.1.
 - a. Don't fund Summer events during Spring meetings
 - b. Club recognition?
 - c. Only approve funding for events that occur on or before the end of the current fiscal year

v. Define the end of Fall Semester/Winter Break

- 1. 3000/3000 cap per semester

- 2. Events occurring after the end of Fall Semester will utilize funds from Spring Semester
- 3. Don't fund while schools not in session?
- 4. Lower turnouts for events during the break
- vi. Club recognition
 - 1. Be consistent in whether you table events that aren't approved or approve them with the stipulation
- vii. Strategic planning financial responsibility
 - 1. Want to start moving towards that
 - 2. Encourage more fundraising and working hard instead of just funding one end of the year event all at once
- viii. 5.1.4.
 - 1. 5.1.4.1 add
 - a. Club funding requests will go to Vice Chair for Finance
 - 2. Who's authorized to pick up the check
 - 3. Only president and treasurer are allowed to submit the request
- ix. Treasurer and, if available, President need to attend the Funding Workshop
 - 1. Only officers that attended the Funding Workshop are allowed to submit the Funding Request Form
 - 2. Officer that attended the Funding Workshop must be on the paperwork for accountability
 - 3. Treasurer needs to sign off on form and required to go to funding workshop
 - 4. Anyone can present

Consensus to extend meeting by 15 minutes.						
All in Favor	All	Opposed	None	Abstained	None	Passed

- x. 5.1.5.
 - 1. Retroactively funding
 - 2. Funding requests should not be forwarded to other committees to be approved because of time-sensitive
 - 3. Make it common practice to fund retroactively during Funding Sub-Committee only
- xi. 5.1.6.
 - 1. Reservation Confirmation Form should be required next year
 - 2. Discretion of the committee to either table or approve funding requests with incomplete event registrations
- xii. 5.1.7.
 - 1. We don't cover insurance ever
 - 2. Food permit states that CSI covers all insurance liability although there's no signature authority
- xiii. 5.1.8.
 - 1. The estimate must include a specified merchant and price of item/s
- 2. Policy 213
 - i. Conferences for the betterment of the club or competition
- 3. Funding Request Form
 - i. Change to 5 business days in advance

V. Reports

- a. A.S.I. Vice Chair for Finance: **Barbara Hong**
- b. A.S.I. Vice President for Finance: **Aaron Castaneda**

VI. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Lily Nguyen			
Motion to adjourn at 2:15.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

CERTIFICATION

Official Minutes taken for the **Funding Committee** of the Associated Students, Inc, Cal State La held on Friday, April 13, 2018 in the Library North Community Room. Consensus by the A.S.I. Funding Committee on Friday, Date, 2018.

Prepared by:

Lily Nguyen, Vice Chair Funding Committee

Barbara Hong, ASI Vice Chair for Finance

DRAFT