



Finance Committee Meeting Minutes

Friday, July 28, 2017
 Time: 12:00pm-2:00pm
 Location: King Hall D136 (Garden Level)
 Attendees: Finance Committee, General Public

I. Organizational Items:

- a. Call to Order @ 12:03 PM
- b. Roll Call (Establishment of Quorum)
- c. Approval of Agenda for Friday, July 28, 2107
- d. Approval of Minutes for Friday, June 30, 2017
- e. Approval of Minutes for Friday, July 21, 2017

b. Roll Call

David Zitser	<i>President</i>	Present
David Garcia	<i>Vice President for Administration</i>	Excused Tardy – 12:19pm
Neyda Umana	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Elias Ortega	<i>Vice Chair for Finance</i>	Excused Tardy
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	Excused Tardy
Marcos Montes	<i>Vice President of External Affairs & Advancement</i>	Excused Absent
Kenya Pineda	<i>Charter College of Education Representative</i>	Present
Lily Nguyen	<i>College of Natural and Social Sciences Representative</i>	Present
Giovanni Sy		Excused Tardy – 12:07pm
Jeovany Aguilar	<i>Chief Justice</i>	Unexcused Absent
John Tchong	<i>CFO Designee</i>	Present
Betty Kennedy	<i>University President Designee</i>	Present
Intef W. Weser	<i>Executive Director</i>	Excused Absent
Marcus Rodriguez	<i>Director of Programs and Leadership</i>	Present
Dena Florez	<i>Office Manager Administration & Services</i>	Present
Guests of the Gallery		

c. Adoption of Agenda for Friday, July 28, 2017

Offered By:	Kenya Pineda	Seconded by:	David Zitser			
Motion to approve the adoption of Agenda for Friday, July 28, 2017						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes for Friday, June 30, 2017

Offered By:		Seconded by:	
Postpone Meeting minutes for Friday, June 30, 2017 to the next Finance Meeting			
All in Favor		Opposed	
		Abstained	
Motion:			

e. Approval of Minutes for Friday, July 21, 2017

Offered By:		Seconded by:	
Postpone Meeting Minutes for Friday, July 21, 2017 to the next Finance Meeting			
All in Favor		Opposed	
		Abstained	
Motion:			

Minutes not ready. Will be ready for the next Finance Committee meeting

II. Public Forum:

None

III. Action Items:

a. LASABA – Meet & Greet – 08/28/2017 - \$137.00

LASABA – Los Angeles Student Association Behavior Analysis

Offered By:	Neyda Umana	Seconded by:	Lily Nguyen
Motion to Approve LASABA – Meet & Greet – 08/28/2017 - \$137.00			
All in Favor	All	Opposed	None
		Abstained	None
Motion: Passed			

b. LASABA – Halloween Social - \$183.00

Offered By:	Giovanni Sy	Seconded by:	Kenya Pineda
Motion to Approve LASABA – Halloween Social – 10/30/2017 - \$183.00			
All in Favor	All	Opposed	None
		Abstained	None
Motion: Passed			

- David Zitser – Are we doing the current logo?
- Aaron Castaneda – We don't have a set logo.
- Neyda Umana – (to the club) Do you need additional help?
- Club Rep – Not at this time.

c. Policy Review

1. Policy 201: Finance Committee Code of Procedures

i. The committee will take action on the recommended edits to the policy

Offered By:	Kenya Pineda	Seconded by:	Neyda Umana
Motion to Approve Policy 201 with recommended changes as presented			
All in Favor	All	Opposed	None
		Abstained	None
Motion: Passed			

- ✚ Article 1 Section A: Remove "both"
- ✚ Article 1 Section A: Change language, approved by BOD and "submitted" to University President.
- ✚ Article 1 Section C: "Act as a Second..."
- ✚ Article II Section 2: members of the "appointed"
- ✚ Article II Section 3A: Change to semester
- ✚ Article II Section 5: Change to semester
- ✚ Article IV Section 1A: "The Finance Committee shall review funding proposals forwarded from the Funding Committee over \$2,000 for action with a designation of "recommend," "reject," or "no recommendation."
- ✚ Article IV Section 1B: "The Finance Committee shall report all funding proposals to the B.O.D. for their review with a designation of "recommend," "reject," or "no recommendation." The collective sum of a student club/organization's funding requests shall be regarded as one proposal."
- ✚ Article IV Section 1C: "The A.S.I. Board of Directors has ultimate responsibility and oversight of allocated funds and can request the review of any funding proposal recommended, rejected, or not recommended. This request must be submitted to the Vice President of Finance, A.S.I. President, and Executive Director in writing by 2 pm the Monday prior to a Board of Directors."

2. Policy 208: Risk Management Policy

- i. **The committee will take action on the recommended edits to the policy.**

Offered By:	Kenya Pineda	Seconded by:	Giovanni Sy			
Motion to Approve Policy 208 with recommended changes as presented						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- ✚ Section 2: References: • EO 1069 • Technical Letter RM 2011-05 • ICSUAM Section 1300 Auxiliary Organizations Administration • A.S.I. Policy 213 Academic/Student Organization Travel
- ✚ Section 5.2.2: Add "local"
- ✚ Section 5.2.2.1: "Reference Policy 213 Academic/Student Organization Travel for requirements and expectations for travel."
- ✚ Section 5.2.2.1: "Damage to University and USU property by A.S.I. sanctioned or funded events, and"

3. Policy 213: Academic/Student Organization Travel

- i. **The committee will take action on the recommended edits to the policy.**

Offered By:	Kenya Pineda	Seconded by:	Lily Nguyen			
Motion to Approve Policy 213 with recommended changes as presented						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- ✚ Section 2 References:
 - A.S.I. Request for Payments or Purchase (RPP) Procedure
 - A.S.I. Administrative Manual o Policy 208 Academic/Student Organization Travel
 - A.S.I. Risk Management Policy 208
 - Cal State LA Risk Management Field Trip and International Travel Information - <http://www.calstatela.edu/ehs/field-trip-and-international-travel-information>
 - California Administrative Code
 - Education Code
 - Corporations Code of the State of California

- Board of Trustees of the California State University (applicable policies)
- University Insurance Programs - <http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/insurance.pdf>
- ✚ Section 5.0 Procedures 5.7.7: Club Advisor/University Field Trip Supervisor will submit a roster of all travelers and their Field Trip Emergency Information Form prior to travel.
- ✚ Section 5.0 Procedures 5.7.7.1 Field Trip Emergency Information Guidelines - http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_guidelines.pdf
- ✚ Section 5.0 Procedures 5.7.7.2 Field Trip Emergency Information Guidelines Form - http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_form.pdf

4. Policy 218: Referendum Guidelines

- The committee will take action on the recommended edits to the policy.

Offered By:	Kenya Pineda	Seconded by:	Giovanni Sy			
Motion to Approve Policy 218 with recommended changes as presented						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- ✚ Section 2 References
Executive Order 1102
- ✚ Section 5 Procedure 5.2.i. - The membership shall be determined by the V.P.F. (only votes in the event of a tie) and composed of twelve (12) voting members and six (6) nonvoting members. Quorum will be:
- ✚ Section 5 Procedure 5.2.i.b – Add A.S.I. President

IV. Discussion Items:

- Alternative Funding and Referendum Ad Hoc Committee:** The committee will be provided an update on current discussions in the Ad Hoc Committee
- Aaron Castaneda reviewed the Referendum options discussed at the Ad Hoc Meeting
- Reviewing Budget and Detail of 2017/2018 Operating Budget:** The committee will begin to review the contents of the operating budget and supporting detail.

V. Reports

- A.S.I. Vice President for Finance: Aaron Castaneda

VI. Adjournment

Offered By:	Geovanni Sy	Seconded by:	Kenya Pineda			
Motion to adjourn the meeting at 2:00 pm						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Associated Students, Inc.
Finance Committee Meeting
Summary of Actions Taken
Friday, July 28, 2017

I. Organizational Items:

a. Call to Order @ 12:03 PM

b. Roll Call

c. Adoption of Agenda for Friday, July 28, 2017

Offered By:	Kenya Pineda	Seconded by:	David Zitser			
Motion to approve the adoption of Agenda for Friday, July 28, 2017						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes for Friday, June 30, 2017

Offered By:		Seconded by:				
Postpone Meeting minutes for Friday, June 30, 2017 to the next Finance Meeting						
All in Favor		Opposed		Abstained		Motion:

e. Approval of Minutes for Friday, July 21, 2017

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All in Favor		Opposed		Abstained		Motion:

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CERTIFICATION

Official Minutes taken for the Finance Committee of the Associated Students, Inc, Cal State La held on Friday, July 28, 2017 in the U-SU Room 303 AB. Consensus by the A.S.I. Finance Committee on Friday, September 1, 2017

Prepared by:

Dena Florez
Recording Secretary

Aaron Castaneda

DRAFT