



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

ASI PROGRAM AND PROJECT LIST – DENA FLOREZ | NOVEMBER

Process GIA

- Processing some of the remaining GIA Distributions.

US Bank

- Manage the weekly process of the US Bank
- Oversee the reconciliation of the US Bank
- Overseeing the submittal of past US Bank weekly charges.
 - We are now current with all US Bank

Financials

- Work with Interim ED & VPF to reconcile the financials

Travel

- Processed the upcoming Travel of
 - CSSA San Luis Obispo – November 9-11
 - Staff Travel:
 - Marcus – ASPA - Sacramento November
 - Dena – Pcard Meeting – CSU Chancellors Office - November
- Supervise the completion of outstanding Travel Claim(s)

Discounted Tickets Sales

- Review the Ticket Sale Reconciliation.

Vice President Finance – (biweekly basis)

- Work with Vice Chair to review the Club Funding Requests.
- Oversee the posting of the Agenda, and other documents for the Funding Committee & Finance Committee.

Meetings: (to begin this semester)

- Recording Secretary
 - Personnel
 - Executive
 - Strategic Planning
 - Finance (attend only)
 - Funding Committee (attend only)
 - ASI Secretary/Treasurer, Exec Director Strategic Planning
 - Ad Hoc – biweekly process
 - Funding Workshop
 - Other meetings to include:
 - Administrative Meetings with Student Life
 - Meeting with Executive Director (one on one) – Tuesdays (bi-weekly)
 - Pro Staff Meetings –Thursday's (biweekly)
 - All Staff Meetings (Pro Staff & Student Assistants – December 2018)



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- Looking at making it a workflow meeting & one drive training

Other:

- Updating ASI Policies – Currently on Finance
- Currently looking at Policy 210 - Request for Payment Processing (RPP).
- Manage & Approve the Request for Payment Process (RPP)
- UAS Hospitality Requests
- Work on the updating the meeting rooms schedule.
- Ensure the signing of TM Accounts gets completed.

CSSA – April 2019 – LA

- Working with two hotels in Pasadena for the room block for the conference.
- To schedule a meeting with Daniel Keenan, GEH to collaborate on April 2019 CSSA