



Date: Friday, January 31, 2020  
 Time: 12-2 pm  
 Location: USU Montebello Room  
 Attendees: Committee Members, General Public  
 Type of Meeting: General

I. **Organizational Items:**

- a. **Call to Order by, Christopher Koo, ASI Vice President for Finance, at 12:00.**
- b. **Roll Call (Establishment of Quorum)**

<b>Christopher Koo</b>	<i>Vice President for Finance</i>	Present
<b>Tu Nguyen</b>	<i>Vice Chair for Finance</i>	Present
<b>Jacquelyn Acosta</b>	<i>President</i>	Present
<b>Teady Ochoa</b>	<i>Vice President for Administration</i>	Present
<b>Diana Chavez</b>	<i>Vice President for Academic Governance</i>	Present
<b>Joceline Rivera Jimenez</b>	<i>Vice President of External Affairs &amp; Advancement</i>	Excused absence
<b>David San</b>	<i>Secretary/Treasurer</i>	Unexcused absence
<b>Betty Kennedy</b>	<i>University President Designee</i>	Unexcused tardy @
<b>John Tcheng</b>	<i>CFO Designee</i>	Unexcused tardy @ 12:02pm
<b>Ryan Yoo</b>	<i>Associate Chief Justice</i>	Present
<b>Christopher Johnson</b>	<i>Staff Support Director</i>	Excused absence
<b>Dena Florez</b>	<i>Office Manager for Administration and Services</i>	Present
<b>Guests of the Gallery</b>		

c. **Approval of Agenda for Friday, January 31, 2020**

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>	<b>Teady Ochoa</b>
Christopher K. Mentioned that he had the December 4 Finance Meeting Minutes on the agenda, but the meeting never happened.			



Motion to approve the agenda for Friday, January 31, 2020.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes for Friday, December 4, 2020

II. Public Forum – Allotted for members of the public to address the committee.

None

III. Action Items:

a. School Psychology Student Association - National Association of School Psychology - 2/18-2/21 - \$3,000

- i. Club Representative presented about the School Psychology Student Association’s goals and visions as well as what the convention they are requesting funding is about.
- ii. Tu asked the club representative about how the invoices did not easily add up to the amount they were requesting. He asked to have the club submit more clear amounts of how they got to their requested amount.
- iii. Tu informed the club that maximum amount of money ASI could fund for the travel event is 70% of the requested amount, which is \$2318.40.

Offered By:	Tu Nguyen	Seconded by:	Teady Ochoa			
Motion to approve School Psychology Student Association - National Association of School Psychology - 2/18-2/21 - \$2,318.40.						
Offered By:	Tu Nguyen	Seconded by:	Diana Chavez			
Amendment to add the stipulation that the club submit additional invoices for their requested amount by the end of the business day on Monday, February 3.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed



- b. Kalahi Filipino American Student Organization - Raising Canes Fundraiser - 2/6, 2/20 - \$770
- c. Kalahi Filipino American Student Organization - Raising Canes Fundraiser - 3/5, 3/12 - \$770
  - i. Club Representative presented about the Kalahi's goals and members as well as why they are fundraising money for an event.
  - ii. Dena wanted to clarify that the events were the same but on different days.

Offered By:	Jacquelyn Acosta	Seconded by:	Tu Nguyen			
Motion to approve <b>Action Item B and Action Item C</b> for their dollar amounts of <b>\$770</b> each.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

IV. Discussion Items:

- a. **The committee will discuss the draft of the 6&6 Operating Budget.**
  - i. 6&6 Proposed Operating Budget Draft
    - 1. Dena presented about the budget
      - 1.) Ask any questions now so that the next Finance it can be put as a motion
      - 2.) No changes in the actuals
      - 3.) Differences are between the original plan and the forecasts from the 6&6 vision.
      - 4.) Full-time staff salaries did not change, and there are currently savings there. They are not going to be touched yet though in order to negotiate with incoming staff.
      - 5.) Student staff salaries went up with the city's minimum wage that went up.
  - ii. Administration - 6&6 Proposed Operating Budget Detail
    - 1. Increased because of reupholstery of chairs which saved a lot of money. Chairs came from the Union
    - 2. Life Scans are covered for the staff. Anticipates 2 more Life Scans for incoming staff.
    - 3. In technology, no computers were upgraded



4. Payroll charges stayed because ASI was informed that the Union was purchasing a new clock for check in, and some of the cost was going to be allocated to ASI.
  5. Significant savings in staff travel because of unfilled positions.
  6. UAS costs are for a contracted amount with BFS. There will be an increase of 3%.
  7. The last bill for the taxes of the Audit came in.
  8. Fee collection services is a fee per student that the University charges per student.
  9. ASI has legal services available, and for the most part, it is a fixed cost.
- iii. Student Government - 6&6 Proposed Operating Budget Detail
1. Change in personnel with a term into the summer.
  2. In technology, there will be the purchase of the two Macs,
  3. Hospitality costs consists of reserving rooms and having food at meetings.
  4. Operating expenses went up slightly because the budgeted amount was lower than the actual amount.
  5. For student CSSA travel, there was a 20% cut in order to accommodate other actual amounts. There are additional savings still and will be utilized for future travel.
  6. For staff travel, the budgeted and actuals were very different.
  7. President's budget was refilled.
  8. Leadership Development Recognition actuals are trying to be estimated
  9. Grant and Aid was reduced in order to capture savings, but positions are starting to get filled again, so there is some money budgeted for positions that are filling up.
- iv. Student University Support - 6&6 Proposed Operating Budget Detail
1. On task with estimations for ticket sales but trying to come up with more ways with ticket sales.
  2. For Clubs and Organization Funding, they were originally allocated \$80k but was reallocated to \$110k after the 3&3 budget to put them back where they were last year. Around \$11k rollover of funding from Fall because of clubs and organizations did not submit their Request for Payment.



3. In programming and advocacy, money was not originally allocated for recently approved events like the Homecoming dance. In addition to this, the Eagle-chella most likely will not happen but Grad-chella will probably continue as a legacy event.
  - 1.) Teady mentioned that Alumni was not able to help anymore because money allocated to them was reallocated.
4. Another large hit was Alternative Break Peru. Will continue with a soft market for 2021.
5. Budget went up for the PRMC because the candidate coming in has a lot of experience that can utilize their budget.
6. For the We the People Event, there was originally no budget set for it. So, the budget from Alternative Break Peru was utilized since it was pushed back. The event would go under civic engagement.
7. Under Marketing and Advertisements. Went up because a more accurate figure on what the Konica Minolta. Increase in colander budget because the actuals came in higher.
8. Book vouchers were not all allocated out for the Spring Semester. Proposed to partner with the library with the 2021 budget,
9. Savings in internal committees because not a lot of activity with Student Committee Members. Were not touched because more money will need to be allocated.
  - 1.) Jacquelyn mentioned that since there is a lot of savings, it should be reallocated in the same general area, to the senators. Keep it in the same section but move it so it can be better used.
10. \$21,484 unallocated funds. University will accept this amount as reserves.
  - 1.) John agreed with Dena that some money should be set aside in order to save money for rainy days.
  - 2.) Christopher K. said that there will be a smaller budget because of impaction and student fees.

**b. The committee will discuss our contracts and the nature of their increases.**



V. **Reports**

a. ASI Vice President for Finance: **Christopher Koo**

- i. Thinking about external organizations and their funding. Meetings and visitations for their funding.
- ii. Discussions on 2020 Budget will be coming soon.
- iii.

VI. **Adjournment**

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>	<b>Teady Ochoa</b>
Motion to adjourn at 12:50.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
			<b>Abstained</b>
			<b>None</b>
<b>Motion: Passed</b>			

**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, January 31, 2020, in the USU Montebello Room. Consensus by the ASI Finance Committee on Friday, March 13, 2020.

Prepared by:

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**Tu Nguyen, ASI Vice Chair for Finance**

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**David San, Secretary/Treasurer**