



Date: Friday, December 4, 2020  
 Time: 12:00-2:00 pm  
 Location: Zoom  
 Attendees: Finance Committee, Special Public  
 Type of Meeting: General

**I. Organizational Items**

- a. Call to Order by Kayla Misa, Vice President for Finance, at 12:03pm.
- b. Roll Call (Establishment of Quorum)

Kayla Misa	<i>Vice President for Finance</i>	Present
Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Diana Chavez	<i>ASI President</i>	Excused absence
Ma Ledi Ham Loot	<i>Vice President for Administration</i>	Present
Jocelyn Vargas	<i>Vice President for Academic Governance</i>	Excused absence
Analiz Marmolejo	<i>Vice President for External Affairs &amp; Advancement</i>	Present
Anna Nguyen	<i>Secretary Treasurer</i>	Excused absence
Lauren Diana	<i>BOD Member</i>	Present
John Villagra	<i>BOD Member</i>	Present
Jazmin Ennis	<i>BOD Member</i>	Present
Josue Montenegro	<i>Student Committee Member</i>	Excused tardy @ 12:12pm
Abel Guillen	<i>Student Committee Member</i>	Present
	<i>Student Committee Member</i>	Present
Milton Han	<i>Associate Justice</i>	Present
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present
Betty Kenedy	<i>University President Designee</i>	Present
John Tcheng	<i>CFO Designee</i>	Excused tardy @
Carol Roberts-Corb	<i>Staff Support Director</i>	Excused tardy @
Guest of the Gallery	, , . Etc..	

**c. Approval of the Agenda for Friday, December 4**



Offered By:	<b>Abel Gullien</b>	Seconded by:	<b>Lauren Diana</b>			
Motion to approve the Agenda for Friday, December 4, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

**d. Approval of the Minutes for Friday, October 30**

Offered By:	<b>Anna Nguyen</b>	Seconded by:	<b>Analiz Marmolejo</b>			
Motion to approve the Minutes for Friday, October 30, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

**e. Approval of the Funding Committee Report, October 23**

Offered By:	<b>Ma Ledi Ham Loot</b>	Seconded by:	<b>Abel Gullien</b>			
Motion to approve the Funding Committee Report for Friday, October 23, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

**f. Approval of the Funding Committee Report, November 6**

Offered By:	<b>Abel Gullien</b>	Seconded by:	<b>Ma Ledi Ham Loot</b>			
Motion to approve the Funding Committee Report for Friday, November 6, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>



**g. Approval of the Funding Committee Report, November 20**

Offered By:	<b>Tu Nguyen</b>	Seconded by:	<b>Abel Gullien</b>			
Motion to approve the Funding Committee Report for Friday, November 20, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

- II. Public Comment** – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or Cal State LA
- a. Any public comments

**III. Action Items**

- a. Incentives for Gift Cards- the committee will discuss and take action on changing from VISA gift cards to either Amazon or Target gift cards

Committee Questions/Discussion:

1. Dena talked about the changes to the incentives
  - a. Incentive program for students at large that sit on committees. \$25 Visa gift card for each meeting attended. Now, the Visa Gift cards require an \$4.25 activation fee. Should possibly change to an Amazon/Target gift card so that students can still use it and ASI would not have to incur the activation card
2. Analiz asked if it was possible to lower the activation fee by buying in bulk
  - a. Dena said that per student in the incentive program would occur the \$4.25 fee
3. Abel said that the \$5 is a small enough cost for the activation fee in order to allow for more usage
4. John said that the main concern is that the \$5 adds up among a lot of gift cards.
5. Kayla added that it would not be the best use of student fees.
6. Dena mentioned that in the past it was a Barnes and Noble gift card.
7. Abel asked how many gift cards are approved for the semester for students
8. Dena answered that there would be around 15-20 students a semester



9. Ledi asked when it will take it affect if we change it
10. Lauren added that we could change the gift card to avoid the activation fee and give them options to select for what gift card they would like
11. Dena asked if it would be a good idea to leave the Visa for this semester in addition to other options and then next semester drop the Visa. Also said it would be a good way to see what options people pick.
12. Kayla asked how to proceed with a motion
13. Dena said that motion should be to add the following options to the incentives. The choices are Barnes and Noble, Amazon, Target, and Doordash

Offered By:	<b>Ma Ledi Ham Loof</b>	Seconded by:	<b>Lauren Diana</b>			
Motion to add Barnes and Noble, Amazon, Target, and Doordash as options for the student at large committee member incentive						
Discussion:						
<ol style="list-style-type: none"> <li>1. Abel wanted to clarify that it would be only the four mentioned.</li> <li>2. Ledi added that these are the four that ASI has found to be relatively easy to purchase.</li> </ol>						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

b. **Club/Org Name – Event Name – Event Date – Amount Requesting**

**IV. Discussion Items**

- a. Housing Initiatives for Winter Break
  - i. Betty talked about supporting housing students during Winter Break with Food insecurity
    1. Stockpile of non-perishable foods that will last through the winter break for housing
    2. Also want to support student health by getting fresh fruit and vegetables so they are not living off of just canned food. Looking into gathering information on what students want and how to purchase. Receiving donations as well as have some money in order to support students
    3. Looking to support 30 students
    4. Asked to help augment support by providing funding



- ii. Kayla asked how much they would be looking at for funding the 30 students over winter break.
  - 1. Betty said anything would be a bonus on top of what they are already doing to support the students
- iii. Betty said that they would distribute gift cards for pickup and any left over will be given back to ASI. Will make sure that the people who asked for help receive the help
- iv. Dena told Betty know that we distribute gift cards electronically. Also asked about the other 10 students in housing
  - 1. Betty said that the remaining 10 students did not express a need
- v. Dena asked Betty how long the break would be
  - 1. Betty answered 5 weeks
- vi. Analiz asked if the students have access to the dining hall
  - 1. Betty said that the dining hall closes over break. Have been a very good partner
- vii. Ledi asked Kayla how much we can fund based on our budget.
  - 1. Kayla answered that for 5 weeks and what housing can do, we can do \$100 per gift card, total of \$3000.
  - 2. Dena said that if the committee agrees to that quote, we could add the unrestricted to housing and then purchases would be taken from housing.
  - 3. Ledi said that this would be a great way to directly support students. Also mentioned that we can do outreach by adding ASI giftbacks to show that ASI is continuing to help.
- viii. Kayla asked how it would go about since it is a discussion item.
  - 1. Dena said that there is a Funding Sub-Committee meeting so it can be approved in a special meeting before that meeting.
  - 2. Kayla said that we will schedule a special meeting for then to approve it.
- b. Revisions to Policy 201- Finance Committee Code of Procedure
  - 1. Dena said that the changes were to some ASI branding by removing periods as well as changing the quorum limit to remove the hard number. Change from 8 members to 50% + 1 which is standard to other committees.

- c. ASI Financial Support for the Library
  - i. Kayla said that when she met with the Dean of the library before Thanksgiving break, they were talking about how ASI could support them. Not sure how many people know about the library initiatives, But right now they are transferring to textbooks as well as license. Looking for funds to help support initiatives like that for students. Dena mentioned in the past with invoices from the book vouchers, we could use some of those funds could go to the library.
  - ii. Abel said that helping the library would be a good idea to support students.
  - iii. Ledi suggested looking into a reimbursement process for the book vouchers.
  - iv. Kayla said that if we do use book vouchers for the library, we would supporting all students and purchases that are more lasting.
  - v. Ledi said that our name should be there some how since we are funding them
  - vi. Kala said that it falls under the organizational purpose. Also said that the library need to know what textbooks are needed in advance in order to order textbooks ahead of time. It would be great for college reps to gain that data and establish a connection with the dean of the library.
  - vii. Dena said that it is very true. Many students do not use the book voucher because the textbooks they need are not available. Also relates to the professors have to get their book lists in early in order for students to purchase the books earlier.
  - viii. Kayla said that college reps need to push their college to get book lists out earlier so that students can purchase books earlier.

## V. Informational Items

- a. October Financials
  - i. Dena went over the October financials. They come out around the 20<sup>th</sup> for the previous month. They are actual expenses incurred and how much money is left. At this point, we are approaching the half-way point. Anything less than 30-40% will be looked at to see if we are using funding efficiently. Some things are fulfilled earlier and will be exhausted for next semester.



- ii. Went over line items for costs in Administration, Student Governance, and University of Support.

**VI. Reports**

- a. ASI Vice President for Finance: **Kayla Misa**
- b. ASI Vice Chair for Finance: **Tu Nguyen**

**VII. Adjournment**

Offered By:	<b>Abel Gullien</b>	Seconded by:	<b>Lauren Diana</b>			
Motion to adjourn the meeting at 12:59pm.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

DRAFT



**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, December 4, 2020, through Zoom. Consensus by the ASI Finance Committee on Friday, \_\_\_\_\_, 2020.

Prepared by:

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**Tu Nguyen, Vice Chair for the Finance Committee**

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**Anna Nguyen, Secretary/Treasurer**

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