



Date: Friday, May 7, 2021

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 Josue Montenegro, Vice President for Finance, at 12:04pm.
- b. Roll Call (Establishment of Quorum)

Josue Montenegro	<i>Vice President for Finance</i>	Present
Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Diana Chavez	<i>ASI President</i>	Present
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 & Advancement</i>	Excused absence
Anna Nguyen	<i>Secretary Treasurer</i>	Present
Lauren Diana	<i>BOD Member</i>	Present
	<i>BOD Member</i>	Present
Jazmin Ennis	<i>BOD Member</i>	Present
Abel Guillen	<i>Student Committee Member</i>	Present
	<i>Student Committee Member</i>	Present
	<i>Student Committee Member</i>	Present
Milton Han	<i>Associate Justice</i>	Present
Dena Florez	<i>Associate Executive Director</i>	Present
Barnaby Peake	<i>Executive Director</i>	Present
Betty Kenedy	<i>University President Designee</i>	Excused absence
John Tcheng	<i>CFO Designee</i>	Excused absence
Guest of the Gallery		

c. Approval of the Agenda for Friday, May 7



Offered By:	Ma Ledi Ham Loot	Seconded by:	Abel Gullien			
Motion to approve the Agenda for Friday, May 7, 2021.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of the Minutes for Friday, April 23rd

Offered By:	Tu Nguyen	Seconded by:	Ma Ledi Ham Loot			
Motion to table the Minutes for Friday, April 23rd, 2021.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

e. Approval of the Funding Committee Report, April 30th, 2021

Offered By:	Abel Gullien	Seconded by:	Diana Chavez			
Motion to approve the Funding Committee Report for Friday, April 30th, 2021, 2021.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- 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. 2021 - 2022 Budget

Committee Questions/Discussion:



1. Ledi asked if ASI would start selling theme park tickets since theme parks are starting to open up again
 - a. Dena said that we got a notification from a vendor of eTickets, so need to look into that. Also, as students transition to campus, we will not be at full capacity. We will get to reopening ticket sales, but not expecting a large amount as usual. eTicket sales will be easier, but need to see what it looks like and the details
 - b. Ledi said that part of the revenue is ticket sales and
 - c. Dena said it will trickle in, but is a discussion having right now. For the purpose of the budget, it is not a major item. Already cut in half in the budget
2. Ledi asked about the lockers program
 - a. Dena said that it is also a conversation since the library asked ASI to hold off renting lockers. Have 128 lockers in the library. Depends on the Union as well if they remain limited. Having conversations to determine the status.
 - b. Ledi said thank you because some students are asking questions about the services ASI provides when we go back on campus.
3. Josue asked what the decision would be for allocating money towards the library.
 - a. Barnaby proposed doing a reimbursement instead of a voucher with a first come first serve basis with a limit. Reimbursing the actual amount leaves some of the remaining funds with ASI so that it could be allocated right after. Award exact amounts instead of having unused funds. Can come with a refresh of marketing to move from a voucher to reimburse books. Still want to support bookstore. One question he did have is if students were purchasing books elsewhere. Think to keep it for another year and do more assessment of the program.
 - b. Ledi said that she agrees with Barnaby and we had a conversation a while ago when Kayla was still VPF but did not say what we were going to do specifically. Working with a similar program at the office of graduate students with a reimbursement process, they heavily utilize their budget.
 - c. Diana said that it would be important to keep it in ASI because we represent student voices. Sees where Barnaby is going and think we could try that way. Not sure what exactly the process would be or the limits.



Asked if we take Barnaby's suggestion, how would we start beginning to implement it. Also need to look at requirements

- d. Josue said that we would need to pass the decision today with the budget. Limit would stay at \$300 so that all \$12000 gets spent
- e. Ledi said that it is better that students come to us to let students understand what ASI does. Feels that ASI gives out a lot of money but does not receive credit for what is done.
- f. Josue asked if keeping the book voucher program with a reimbursement process instead would be the decision
- g. Dena said first we could have a motion to approve the budget. The way it is written right now will have \$12,000 stayed with the book voucher. Process will change, but that is not with the budget. Could be done after.

Offered By:	Ma Ledi Ham Loot	Seconded by:	Lauren Diana			
Motion to approve the 2021-2022 budget						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

b. Code of Procedures Update

Committee Questions/Discussion:

- 1. Josue briefly went over the changes to the Funding Sub-Committee Code of Procedures update.

Offered By:	Ma Ledi Ham Loot	Seconded by:	Tu Nguyen			
Motion to approve the updated Code of Procedures.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- c. The committee will approve a reallocation of unused funds to Admin-Technology and AdminOperations.



Committee Questions/Discussion:

1. Dena presented the request
 - a. Purchases when transitioning back to the office
 - b. Barnaby said the concern was that we are talking about repopulating the office near the end of the fiscal year. Possibility of doing hybrid operation where some meetings might be Zoom, but also have to make sure office environment is clean and healthy. When talking about the budget with Dena, thinking about reallocating funds to technology and operations for things like cameras for the computers in the office, cleaning supplies, plexiglass barriers, and so forth. Build up funding so that ASI is ready for the start of Fall semester and the return to campus. Have estimates for certain things, but need flexibility as regulations come through. Total cost is around \$10,000 that is being unused and move those into operations and technology. Do not think it is a standard process in the past, but a unique situation. Common accounting practice to reallocate unused funds near the end of a fiscal year.
2. Diana asked if there was a proposal on the agenda
 - a. Barnaby said there was not a proposal yet. There was a few things identified, but it is hard to know what is needed since office access has not been used to evaluate. Not saying that they will spend it all, but will allow ASI flexibility to make purchases. If it is not needed, it will not be purchased.
3. Abel said it would be a good idea because it would be tougher to go inside old style classrooms. Asked about printer and storage discussions previously, so if these were the same
 - a. Barnaby said that those were separate projects and not included in the amounts
 - b. Dena said that the allocation was approved in the 9&3, and with the 2021-2022 budget has been approved, Went into the office to see what was needed, and cameras for meetings was one of them. Possibility for the third floor of the union, ASI's meeting space, to be used as classrooms

Offered By:	Abel Gullien	Seconded by:	Name Dropdown
Motion to approve the reallocation of unused funds to Admin-Technology and Admin Operations.			



Discussion:

1. Tu asked about the specifics of items being purchased
2. Barnaby said that as soon as the itemized list of what is being purchased is created, the Finance committee will be made aware. Will need to be in the office to better evaluate what is needed. Absolutely will share information and be transparent.
3. Josue asked if it would needed to be added as a stipulation
4. Dena said it would not need to be

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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IV. Reports

- a. ASI Vice President for Finance: **Josue Montenegro**
- b. ASI Vice Chair for Finance: **Tu Nguyen**

V. Adjournment

Offered By: Tu Nguyen	Seconded by: Ma Ledi Ham Loot
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Motion to adjourn the meeting at 12:42pm.

Discussion:

1. None

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, May 7, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, August 6, 2021.

Prepared by:

Tu Nguyen, Vice Chair for the Finance Committee

Anna Nguyen, Secretary/Treasurer

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