



Date: November 12, 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 12:07
- b. Roll Call (**Quorum Established**)

Josue Montenegro	Vice President for Finance	Present
Alexandra Kurokawa	Vice Chair for Finance	Present
Diana Chavez	ASI President	Present
Angelina Gomez	VP for Administration	Present
Amber Beasley	VP for Academic Governance	Present
Analiz Marmolejo	VP for External Affairs & Advancement	Excused Tardy (12:22)
Anna Nguyen	Secretary Treasurer	Unexcused Tardy (12:07)
Andrew Klein	BOD Member	Present
	BOD Member	
	BOD Member	
	Student Committee Member	
	Student Committee Member	
	Student Committee Member	
	Student Committee Member	
Daniel Gonzalez	Associate Justice	Present
Betty Kennedy	University President Designee	Present
John Tcheng	CFO Designee	Excused Absence
Barnaby Peake	Executive Director	Excused Absence
Dena Florez	Associate Executive Director	Present
Guest of the Gallery		

**c. Approval of the Agenda for Friday, November 12, 2021**

Motioned By:	<b>Amber Beasley</b>	Seconded by:	<b>Diana Chavez</b>
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Discussion: 1. None					
All in Favor		Opposed		Abstained	<b>Motion: Consensus</b>

**d. Approval of the Minutes for Friday, October 15, 2021**

Motioned By:	<b>Angelina Gomez</b>	Seconded by:	<b>Andrew Klein</b>	
Discussion: 1. None				
All in Favor		Opposed	Abstained	<b>Motion: Consensus</b>

**e. Approval of the Funding Committee Report, Friday, October 22, 2021**

Motioned By:	<b>Angelina Gomez</b>	Seconded by:	<b>Andrew Klein</b>	
Discussion: 1. None				
All in Favor		Opposed	Abstained	<b>Motion: Consensus</b>

**f. Approval of the Funding Committee Report, Friday, November 5, 2021**

Motioned By:	<b>Amber Beasley</b>	Seconded by:	<b>Andrew Klein</b>	
Discussion: 1. None				
All in Favor		Opposed	Abstained	<b>Motion: Consensus</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 – None



### III. Information Items

### IV. Discussion

#### a. ECST summer launch funding proposal – \$4,600 (reimbursement)

Dena:

(ECST in the past), we (ASI) have funded their summer launch (Women in S.T.E.M. Program) and this past spring (2021) when she asked for proposals, Dena never heard back from them about a certain proposal day specifically. They did submit their proposal. They host a session and it's linked on the web if you want to view it.

They are seeking \$4,600 from ASI for the ECST Launchpad 2021 which is a summer program. Thelma Frederico wanted to know the status of this. As of today, Dena has not heard back from her but invited her to call Dena back previously. This amount is a reimbursement, and this was sent to us but there was no confirmation they were going to present due to the instability of COVID situations.

Dena is bringing this to the Funding Committee to see if we would consider funding this since it already happened. This is a great program to foster and help push for more support for more women in S.T.E.M.

We do not create a TM account for this. If the finance committee approves, we move the money from reserve from college of ECST and when the invoice comes in from the university, we pay it out of the college of ECST.

This will come back as an action item for approval during our next meeting.

#### b. Reaching out to Recognized Club and Orgs Committee will discuss ideas to increase club and orgs funding request efforts.



Josue:

Want to reach out to recognized clubs and organizations currently Josue wants the committee to discuss increasing club and organization funding efforts. We currently have \$56,288.13 left for this semester alone. As we know, we have \$60,000 per semester; for fall and spring that we still have available for clubs and orgs. So far this semester we have only used \$3,711.00. Moving forward, Josue wants to utilize as much of those funds as possible and for us to get more of that money utilized. The money will get rolled over into next semester. So, whatever we do not use this fall will get rolled over into next spring. Josue noticed we are only using part of our overall budget and he wants to come up with more ideas to move forward in the spring to utilize it more. We give seed money in the following semesters if we don't use this money. Overall, we want to avoid this procedure and use it over the actual year.

Daniel:

Inquiring if Josue can clarify how much we have budgeted. Josue mentions it is a first-come-first serve basis. Mostly, every registered club has a \$3,000 they just need to request it, come to sub-funding, and get approved.

Dena:

To Daniel. Again, that is first-come-first serve. We have about 90 clubs that are recognized on campus so technically not all clubs cannot receive funding. ( $90 \times 3000 = 270,000$  if we were to fund all of them)

Diana:

Diana is suggesting we are reaching out to Veejay and/or Christopher Johnson and whoever is in charge of orientation or ODC so we can get students drawn in at an early point. Angelina took lead on presenting to students in housing and orientation (we have a limited time of 5 minutes) about funding, etc. But not sure if we can allot that in the future due to



the 5-minute time restraint and mass of information. Or even ask for more time since Diana feels it is too short. Or we do not have to do this at orientation we can do it at another event, considering different options. Last year it was a whole team effort of reps having to meet with clubs within their college. Looking to polish and continue club funding workshops.

Also, Diana wants to provide more information to provide this funding to students and promoting this program overall... Diana is asking Josue to consider, "What are the current student needs right now in the university?" For example, we started funding Project Rebound and Diana wants to continue this funding in ASI. So maybe we can think of funding in those terms and what we have as far as the reach to actually complete and fulfill.

Josue:

Mentions that him and myself (Alexandra Kurokawa) have been collaborating to product a workshop to address both the marketing needs of our funding program and an ease of access so clubs can navigate this with as little effort as possible.

Josue states he spoke to Veejay about a week ago, and at the beginning of the next semester we will conduct a workshop to recruit clubs that are not recognized and to fill that gap in need. He wanted to confirm with Diana that will happen in January or the beginning of next semester.

Dena:

To Diana and loves her idea about working with ODC and it is handled through Veejay. ODC has gone virtual and is unsure if it will remain virtual over spring. Because ODC was virtual we had our workshop as part of it. Is ODC going to be virtual or in-person- overall question to be answered with time... Before, ASI used to have 2 funding workshops a semester. One at the beginning and another about three or four weeks into the semester



since it takes time for clubs to get recognized. Because of this workshop we would run out of fund since clubs were aware and utilized it.

You don't want clubs coming and circumventing the process to directly request funding.

Andrew:

What would having a meeting with different clubs entail?

Josue:

To break down how to request funding. And make the step-by-step process much more user friendly. To show students what to do and how to request that funding.

Diana:

To Andrew, this was a project from last year and what we did was have college reps to reach out to clubs in their college. (Example: Business & Economics; Accounting) then give them either Josue's information or me (Alexandra Kurokawa)

Betty:

Housing can help booth these activities. How do we normally market orientation of clubs and tabling? Is there an opportunity down at housing for spring. Goal is to invigorate student life back on campus this is something student life is working on during the next upcoming semester to hold events and gain engagement. Maybe we can tag-team on some of these welcoming events to combine and utilize resources. Reach out to Frangelo who is the committee head and is putting together a series of events. Betty suggests that we work with housing to really put ourselves out there.

Large conference rooms in housing where we can engage 30-40 students.



Spring will still be spotty, but fall should appear more normalized as far as populating campus again. Betty states that we should feel free to reach out if we need any help or want to share any ideas.

Dena:

To Josue, ASI used to have a BOD meeting in housing and would have to move all 30 huge binders. Amanda to book some BOD meetings in person. Dena suggests using this for a way to pull others in as a past practice.

Diana:

If we have a little go-cart to drive, that is her condition, so she doesn't have to walk across campus to partake in this.

Not sure of restrictions because not everyone can go into housing. Unsure of how that would work too but she is open to meetings and tabling, she was serious about the go-cart for transporting materials.

Andrew:

Would our meeting be with both the older housing units or the new giant buildings or both?

Betty:

Suggests that we can direct this at all students because there is an overflow lounge. Betty suggests that we take a tour to see all this.

Andrew:

To Betty when can we schedule these tours?

Betty:



Speak to Dena about a tour.

Dena:

We do not have access to the email of the presidents or vice presidents for the list of clubs and orgs to send a mass email. As far as communication, Presence is a fantastic tool however we are not there yet?

Josue:

Unsure of who to reach out to as far as a Presence coordinator.

Dena:

Veejay runs clubs and orgs.

Andrew:

To Dena, when ASI had meetings was there a good turnout of students that showed or...?

Dena:

"If you feed them, they will come". This was used as a strategy to gain students attention and participate in our meetings. Give or take with each situation. March 10, we are looking for a location to have a BOD meeting.

Josue:

Thinks these are great ideas and will organize them and bring them back up at the next finance meeting.

## V. Action Items

### A. Reports

Page 8 of 10  
Finance Committee Meeting  
Friday, November 12, 2021





- a. ASI Vice President for Finance: **Josue Montenegro- Working with Barnaby in ASI on the 5-year projection. Also, at ASI we approved new computers for the office, 4 out of the 13 already came in just an update. Then on March 10, 2022, we will be doing our (Form) 990 tax form draft which will be a discussion in finance to look forward to next semester. We are also updating our TM accounts for university support areas which the contract ended June 30 of this year, and we are extending to June 30, 2025 (4-year contract). We are waiting to check on fall student fees to reconcile to transfer funds to our LAIF account. Our university support areas such as Project Rebound, their report is due on December 10, 2021. They will not be able to request funding for the spring for the year of 2022-2023 if they do not turn this in, they will not be able to receive funding as this has to be conducted prior to the requesting year for all programs. All program report due dates are Dec. 10 as well.**
- b. ASI Vice Chair for Finance: **Alexandra Kurokawa – Working on building ideas around our financial literacy workshop which I wanted to extend an open invitation to everyone in the meeting today as well or anyone interested in attending around then end of November (Nov. 29 or 30). Also, working on going over finding requests.**
- c. ASI Executive Director – Barnaby Peake – N/A

**B. Adjournment**

Motion to Adjourn:

Motioned By:	<b>Andrew Klein</b>	Seconded by:	<b>Analiz Marmolejo</b>
Discussion: Motion to adjourn the meeting at 12: 47 pm			
1. None			
All in Favor		Opposed	
		Abstained	
			<b>Motion: Consensus</b>



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**CERTIFICATION**

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Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, November 12, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, December 3, 2021.

Prepared by:

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**Alexandra Kurokawa, Vice Chair for the Finance Committee**

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**Anna Nguyen, Secretary/Treasurer**