



Date: Friday, November 5, 2021

Time: 12:00-2:00 pm

Location: Zoom

Attendees: Funding Sub-Committee, General Public

Type of Meeting: Special

I. Organizational Items

- a. Call to Order by Alexandra Kurokawa, Vice Chair for Finance, at 12:03pm.
- b. Roll Call (**Quorum Established**)

Alexandra Kurokawa	<i>Vice Chair for Finance</i>	Present
Josue Montenegro	<i>Vice President for Finance</i>	Present
Diana Chavez	<i>ASI President</i>	Present
<i>Vacant</i>	<i>Diversity and Inclusion Officer</i>	
Skye Aulger-Roughan	<i>BOD Member</i>	Unexcused Tardy
Rebeca Martinez	<i>BOD Member</i>	Unexcused Absence
	<i>Student Committee Member</i>	
	<i>Student Committee Member</i>	
	<i>Student Committee Member</i>	
Daniel Gonzalez	<i>Associate Chief Justice</i>	Unexcused Absence
Dena Florez	<i>Associate Executive Director</i>	Present
Barnaby Peake	<i>Executive Director</i>	Excused Absence
Veejay Atilano	<i>CSI Representative</i>	Present
John Tcheng	<i>CFO Designee</i>	Present
Amanda Constantine	<i>UAS Representative</i>	N/A
Han Nguyen	<i>USU Representative</i>	Present
Guest of the Gallery	, . Etc..	

c. Approval of the Agenda for Friday, November 5, 2021

Offered By:	Josue Montenegro	Seconded by:	Diana Chavez			
Motion to approve the Agenda for Friday, November 5, 2021.						
Discussion: None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Consensus



d. **Approval of the Minutes for Friday, October 22, 2021**

Offered By:	Josue Montenegro	Seconded by:	Skye Aulger-Roughan			
Motion to approve the Minutes for Friday, October 22, 2021						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Consensus

- 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. Action Items

- a. **American Society of Mechanical Engineers** – ASME Workshop: Build Day 1 – 11/12/2021 – **\$199.14**

Club/organization and event information by a representative.

1. Giovanni Castellanos presented American Society of Mechanical Engineers' Funding Request Packet
- a. Giovanni is the Treasurer of the American Society of Mechanical Engineers (ASME). The objective of this event is to get students from CSULA to come together and help build a robot for robotics. More about that specific objective is to teach other students about robotics and their differing components pertaining to the correlation of the electrical team, mechanical team, and computer science team. This is important because it enhances the skills of many members within ECSD (Note: I believe ECSD stand for Engineering Complex System Design) and other students who are interested in robotics in general to communicate, collaborate, and work on their technical skills with each other. Some of the parts that they (ASME) are requesting is a laser scanner, and 2 power suppliers.

Committee Questions/Discussion:



1. Josue Montenegro wanted to inquire about the clubs' request and confirm that it is for the three (3) items mentioned in the description of the event.
 - a. Giovanni confirmed this is correct and further broke down that 2 of the items are power sources that connect to the sensor and are on the robot. They help in teaching others about the electrical side of the computer or robot. The other equipment is a laser scanner that is autonomous and helps the robot move on its own. It scans for items around it and tells the robot what direction to go in.
2. Veejay Atilano inquired if this workshop is open to all Cal State LA (CSULA) students. As he noticed on the registration form it states that only student organization members can attend. Also, for future reference when submitting their event registration form to clarify that it will be open to all CSULA students. Also, to mention in the description that it is a workshop so that way they have all the needed info to approve this.
 - a. Giovanni confirms that this event is open to all students at CSULA to come and learn about robotics. Also, that he will clarify that standards in the description of events; that it is open to all CSULA students and it is a workshop.
3. Diana Chavez inquired with Veejay about classrooms being used for events and if there needs to be a listed safety protocol on the club/organization's event flyer pertaining to COVID.
 - a. Veejay states, no there does not need to be a listed protocol as part of the marketing or on the flyer. But everyone needs to abide by standard indoor protocols current for the moment such as wearing masks.
4. Dena Florez is inquiring if this event is a demonstration of the robot to individuals inside that classroom or what it would look like and if Giovanni could clarify.
 - a. Giovanni is stating they are pretty sure ASME reserved a classroom for this event already. They plan to first give a demonstration of what they plan to build (putting the components together). Then after that everyone (expected full participation) at the event will participate and build their robots as well.
5. Dena also wants to ask if the scanner is part of the finished product.
 - a. Giovanni states that it is a part of the final product and it detects things around it and is not away from it but a component part of it.
6. Veejay has a follow up statement. He states that since they are having an in-person event, that they need to use the Checkpoint app for all attendees for



contact tracing. Veejay states that if they are having issues with that, they can upload ...collect your...(couldn't transcribe due to rapid speech) and you can upload it up to 24 hours after the event ended. CSI are reviewing for no-check ins for student events, and any event that has no check-ins will be notified and then that will affect your... (couldn't transcribe due to rapid speech).

7. John Tcheng inquiring with Veejay, for these activities should there be a Zoom component for those who cannot make it in person?
 - a. Veejay states the individual club makes that decision if they want to have it in person, online, or hybrid.
8. Dena also has a follow up question to Diana's question. As we come back on campus and have in-person events. She is stating there are physical lists to trace attendees and is suggesting that this is implemented for this event? Should the list be submitted since we are trying to be cautious with Covid protocols.
 - a. Veejay states this is why they have the Check-in app and the use of Presence and use that to pull up data from their check-ins. Or the student can submit a list of who was there. But feels that Dena and he can discuss this separately. And this is taken care of already with the app unless they are not taking attendance and checking in.
9. Dena is curious if ASME should go ahead and submit this list of attendees as a requirement for fund disbursement for the overall packet.
 - a. Amanda Maldonado states that ASME should submit this for disbursement just to be safe. CIN's and student names are required.
10. Han to Giovanni: How do you plan on using the ASI money to buy your equipment, are you having members pay out of pocket first? Or where are you depositing the ASI check for the parts? (Once process has been approved and check has been cut)
 - a. Giovanni states that the President is ordering the parts online and he is paying for the items out-of-pocket. Therefore, the President will receive the check to reimburse himself for the previously purchased parts.
11. Han (who handles club banking in the Student Union) is asking because she noticed that this year so far, the club hasn't submitted an account application to update authorized officers yet. She is wondering if they are planning on depositing it with them (The Student Union) and if they are submitting a reimbursement request with them? Or if they have a different method for how the org is operating? Just wants to know where the check is going after it is cut.
 - a. Giovanni unsure and wants to ask previous Treasurer on how they do that.



12. Dena to Giovanni, because their club is not exempt (meaning, they have to have their account with the CSULA union) and once your check is cut it is taken upstairs and ASI deposits it on ASME's behalf.
 - a. Giovanni states they will update their account and will let everyone know about this.
13. Dena is curious if this needs to be addressed as some sort of stipulation on the agreement letter?
 - a. Han states they (ASME or any club in general) just simply needs to update their officer once a year or once their officer changes but overall, no to the stipulation.

Offered By:	Josue Montenegro	Seconded by:	Diana Chavez			
Motion to approve \$199.14 for the American Society of Mechanical Engineers' ASME Workshop: Build Day 1 on 11/12/2021.						
Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Consensus

- b. **American Society of Mechanical Engineers** – ASME Workshop: Build Day 1 – 11/12/2021 – **\$199.14**

IV. Reports

- a. ASI Vice Chair for Finance: **Alexandra Kurokawa – Met with Amanda Maldonado this week to sit down and get more of a personal view of what everyone was viewing as far as the club aspect of filling out and viewing forms. Examples such as the RPP's and when check disbursement occurs. Amanda sat down with me showed me the documents and what they looked like and took me through the steps to help me get on a more sound track and move forward.**
- b. ASI Vice President for Finance: **Josue Montenegro – Continue to have his one-on-ones on Friday and to do the financial literacy workshop and to make sure that it is coordinated the right way to maximize attendance.**

V. Adjournment

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 Funding Sub-Committee Meeting
 Friday, November 5, 2021



Offered By:	Josue Montenegro	Seconded by:	Diana Chavez			
Motion to adjourn the meeting at 12:27 pm.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Consensus

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CERTIFICATION

Official Minutes taken for the **Funding Sub-Committee** of the Associated Students, Inc. Cal State LA held on Friday, November 5, 2021, through Zoom. Consensus by the ASI Funding Sub-Committee on Friday, December 10, 2021.

Prepared by:

Alexandra Kurokawa, Chair for the Funding Sub-Committee

Anna Nguyen, Secretary/Treasurer

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