



Date: June 21, 2022

Time: 2:00-4:00 pm

Location: <https://calstatela.zoom.us/j/8499294971>

Attendees: Finance Committee, General Public

Type of Meeting: General

**I. Organizational Items**

a. Call to Order by Andrew Klein, Vice President for Finance, at (2:25pm)

b. Roll Call (Quorum **Established**)

Andrew Klein	Vice President for Finance	Present
Jaime Arellano	ASI President	Present
Brian Nguyen	VP for Administration	Excused Tardy Recognized (2:25pm)
Mike Garcia	VP for Academic Governance	Present
Emily Chen	Secretary Treasurer	Present
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Present
Guest of the Gallery	Amanda Maldonado & Margarita	Present

**c. Approval of the Agenda for Tuesday, (June 21, 2022)**

Motioned By:		Brian Nguyen		Seconded by:		Jaime Arellano	
Discussion: N/A							
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed	Consensus

**d. Approval of the Minutes for Friday, (May 13, 2022)**

**i. Motion to table the Minutes for Friday, (May 13, 2022)**

Motioned By:	<b>Jaime Arellano</b>	Seconded by:	<b>Brian Nguyen</b>
Discussion: None			



All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Consensus Passed</b>
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- 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**

a. **Fiscal Audit- Cohn Reznick**

**Dena:** An audit has opened. Amanda has made sure that the RPP's are being processed. She has been working to make sure everything is in place, for the end of the fiscal year. The report should be done by August and presented by September, to be approved later down the semester.

b. **Policy 201 – Finance Committee Code of Procedure**

**Dena:** Recently updated with quorum as well as just simple aesthetics. It contains the Do's and Don'ts of the committee and well as the membership requirements. Keep in mind that we are actively recruiting for these student roles.

**Dena:** We do need a minimum of 5 to begin the meeting hence, why it is important to have the roles filed. As well as being aware that any appointed members may be removed due to surpassing the maximum amount of excused or unexcused absences.

c. **2022-2023 Budget – The Committee will review the 2022-2023 Budget**

**Dena:** We work with a trailer system, meaning fees collected the previous year will be used this year. Which helps create our budget based on that "magic number" from the previous year. We take 3% of the budget for reserve, we have locker revenues, movie ticket sales (via 3<sup>rd</sup> party member & some inventory), and there are 4 sections to the Budget.

**Dena:** The 4 sections of the Budget is reviewed 4 times a year; the overall budget and 3&9, 6&6, and 9&3. (For clarity 3&9 means we are 3 months in and 9 months left into the year.)

**Dena:** Lets focus on the 2022-2023, Personnel makes up for the budgeting for everyone and the expectancy to hire more students plus a full-time staff. Staff development include Adobe and Circle of change are great opportunities to



update themselves. For example, we also attend and have memberships at NACAS.

**Dena:** Corporate Costs, include tech and equipment. When we came back from the pandemic the university stopped supporting our tech and we went ahead to update ourselves. We have also started renovations for the office. We have upgraded the phone and the monthly service fee. We will have a few dues and subscription; we have payments for our websites and apps that keep our operations running. Auditing fees have been reduced as we receive a discount from our current auditor. We have IT support contracts which have not increased our costs, copier lease, and lease charge backs.

**Dena:** Student Government, includes Marketing & Hospitality, Student Government Travel (can be readjusted), President Discretionary Budget is allocated for the use of the president at his use for hospitality/meet the prez/abling event, GIA (Grant-in-aid) has been increased in order to match other schools as we had been underpaying our student representative which were previously denied by the presidents as it would incur a higher cost to students.

**Amanda:** Support for Student Program and Services, Student support for clubs will work as follows. There will be a Lump Sum for clubs of \$300 (first come first serve) also clubs have a max funding for the semester of \$3,000.

**Amanda:** Jaime?

**Jaime:** Can we ever get the clubs the \$300 - \$500 without the paperwork?

**Dena:** No, the fiduciary responsibility does not allow for it. However, seed money will be proposed for clubs. We are talking about \$300, all their would need is to meet certain criteria.

**Jaime:** What is seed money?

**Dena:** Think of it as start up funding, but we call it seed money. The student organization/club will make use of this money to have a pizza party or get together to recruit members.

**Jaime:** Would organizations have to come back with receipts to show what the money was used for?

**Dena:** No, the organizations will have the flexibility to use the seed money as they see fit.

**Jaime:** Thank you.

**Andrew:** How much in total will be allocated for seed money?



**Dena:** Last year we had about 90 clubs do the ODC Training and each was allocated with \$300. We are crossing our fingers to have this continues to be in that same range.

**Jaime:** Can you repeat the requirements?

**Dena:** Attend the Spring 2022 ODC meeting and ASI Funding Workshop. Amanda has some slides they have to go through and a quiz at the end. They will then be qualified for the \$300 seed money, not to receive the check they would need to be recognized the CSI (Center for Student Involvement) as an official student organization at CSULA. They'd have to go through the recognition process in the fall.

**Jaime:** Thank you.

**Amanda:** The Student Textbook Reimbursement Program (previously Book Voucher Program) now revamped and works on a reimbursement basis. Submit their receipts for a max of \$150 to reimburse these expenses. Keep in mind that these are strictly for textbooks and does not cover other supplies. If purchase were done through the student store here on campus, we will give a gift card for store merchandise purchases as an incentive. This program will be funded up to \$35,000; it's a very popular program that gets filled within the first week.

**Dena:** Student Programming, is something everyone will be working with. This includes the Welcome Week, Street Team, Spirit & Pride Initiative, and ASI General Election. These budget allocations are subject to change. College Reps are much in the same way, the bottom line is that the bottom line isn't met it will be placed elsewhere for use.

**Dena:** Committee Permits and vouchers make for the budget of funding and other at large committee. These are not checks for the students but we do give gift cards, Mike Garcia can make use of this money for other events.

**Dena:** University Programs, involve things such as Child Care Centers, EPIC, Veterans, Summer Launch, and DREAMERS. It will be up to you guys to approve their funding for the coming semester.

**Dena:** Please keep in mind that you have fiduciary responsibility to make us and use the budget responsibly. We have pulled a substantial amount from last year and rolled it over

#### IV. Discussion Items

##### a. N/A



## V. Action Items

a. N/A

## VI. Reports

### a. Andrew Klein (VPF):

- i. I've been signing a few reimbursements for clubs and have a few more to go through. I will be working with Dena for the 9&3. We will still be waiting on the Verification of Eligibility for applicants of the committees.

### b. Barnaby Peake (ASI Exec. Director):

- i. We are rapping up the fiscal year. We do have an office remodel going on, our staff will be working remotely for the next 2 weeks. We will continue working on the training programs a draft should be done soon.

### c. Dena Florez (ASI Exec. Assistant Director):

- i. Remember guys all ASI Staff is here for your support. Mike, Amanda will be a great help to you. We want you to focus on students and we are here to help you administratively. If you're stuck as to who to go to please reach out and we will redirect your to the proper person.

## VII. Adjournment

### a. Motion to Adjourn (1:04):

Motioned By:	Jaime Arellano		Seconded by:		Mike Garcia		
Discussion: None							
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed	Consensus



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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 Tuesday, June 21, 2022 in an online Zoom session. Consensus by the ASI Finance Committee on Friday, September 2, 2022.

Prepared by:

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**Kaina Orozco, Recording Secretary**

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**Emily Chen, Secretary/Treasurer**