



# Finance Committee Meeting

## Minutes

Day/Date: Thursday, September 14, 2023  
 Time: 3:15- 5:15PM  
 Location: Board Room N/S- USU Room 303/303A  
 Attendees: Finance committee, General Public  
 Type of Meeting: General

(AMENDED)

### I. Organizational Items:

- **Call to order by: Andrew Klein, Vice President for Finance, @ 3:22PM**
- **Roll Call**

|                         |                                                                |                 |
|-------------------------|----------------------------------------------------------------|-----------------|
| Andrew Klein            | Vice President for Finance                                     | Present         |
| Yahir Flores            | ASI President                                                  | Present         |
| Arwa Mohamed Hammad     | Vice President for Administration                              | Present         |
| Santosh Kumar           | Vice President for Academic Governance                         | Present         |
| Jenny Lucas             | Vice President for External Affairs & Advancement              | Present         |
| Jared Blanco            | College of Business and Economics Representative               | Excused Tardy   |
| Cindy Nguyen            | Chief-of Staff                                                 | Present         |
| Carlos Beltran          | Director for Budget Administration                             | Present         |
| Blanca Martinez-Navarro | Associate Vice President for Student Life and Dean of Students | Present         |
| Dena Florez             | Associate Executive Director                                   | Excused Absence |
| Barnaby Peake           | ASI Executive Director                                         | Present         |
| Amanda Maldonado        | Administrative Coordinator                                     | Present         |

### ➤ Adoption of the Agenda

|                   |                     |              |              |           |   |                |
|-------------------|---------------------|--------------|--------------|-----------|---|----------------|
| Offered By:       | Arwa Mohamed Hammad | Seconded by: | Cindy Nguyen |           |   |                |
| Consensus reached |                     |              |              |           |   |                |
| All in Favor      | All                 | Opposed      | 0            | Abstained | 0 | Motion: Passed |

### ➤ Certification of Minutes for Thursday, August 31, 2023

|                                                         |              |              |              |           |   |                |
|---------------------------------------------------------|--------------|--------------|--------------|-----------|---|----------------|
| Offered By:                                             | Yahir Flores | Seconded by: | Cindy Nguyen |           |   |                |
| Motion to approve Minutes for Thursday, August 31, 2023 |              |              |              |           |   |                |
| Consensus Reached                                       |              |              |              |           |   |                |
| All in Favor                                            | All          | Opposed      | 0            | Abstained | 0 | Motion: Passed |

II. **Public Comment:** This time is allotted to members of the public to address the board regarding items not included on the meeting agenda.

III. **Discussion Items**

IV. **Action Items**

a. **Latin American Studies Society**—Son Jarocho Workshop with Maestro Cesar Castro—9/21-10/19/23-- \$800.00

**Latin American Studies Society Representative:** Explains what their organization focuses on which includes dealing with culture on campus and the surrounding communities as well. The funding will cover a series of 8 workshops, free for students and staff. Also explains that another funding will be requested through their partners in the Ethnic Studies Student Committee.

**Motion to Approve Funding for the Latin American Studies Society**

|                                                                                                     |              |              |              |           |   |                |
|-----------------------------------------------------------------------------------------------------|--------------|--------------|--------------|-----------|---|----------------|
| Offered By:                                                                                         | Yahir Flores | Seconded by: | Cindy Nguyen |           |   |                |
| Motion to Approve Funding for the Latin American Studies Society for \$800.00<br>Consensus reached. |              |              |              |           |   |                |
| All in Favor                                                                                        | All          | Opposed      | 0            | Abstained | 0 | Motion: Passed |

b. **SHPE Cal State LA**—GMIS Conference—10/11-10/14/23-- \$3,000.00

**SHPE Cal State LA Representative:** Explains what their organization deals with and represents. Explains that the \$3,000 for the GMIS conference they are requesting is to promote professional development. The funding will cover 24 registrants from Cal State LA.

**Amanda:** Explains that ASI Policy currently covers 70% of travel.

**Motion to Approve Funding for the SHPE Cal State LA**

|                                                                                          |              |              |               |           |   |                |
|------------------------------------------------------------------------------------------|--------------|--------------|---------------|-----------|---|----------------|
| Offered By:                                                                              | Yahir Flores | Seconded by: | Santosh Kumar |           |   |                |
| Motion to Approve Funding for the SHPE Cal State LA for \$2,100.00<br>Consensus reached. |              |              |               |           |   |                |
| All in Favor                                                                             | All          | Opposed      | 0             | Abstained | 0 | Motion: Passed |

c. **Policy 204—Funding Policy**

[ASI POLICY 204-- FUNDING POLICY 2023 REVISION](#)

[ASI POLICY 204-- FUNDING POLICY CURRENT](#)

**Barnaby:** This is the first time it is being presented. The changes on this one was significant, so it is easier to just present a clean version. So, there's a little bit of philosophical change that we're proposing is we always fund clubs based on a reimbursement process. So, the groups that came in and asked for money today, we give them an award letter that says yes, you're allocated this funding, but we don't transfer the funds to their club account until after the event is done and they submit paperwork that shows what their expenses are. So, our whole process works on

reimbursement. And so, we've changed a little bit of a philosophy to say since it's always great advertisement, it's not as critical that we hold them accountable. They can come in three weeks before their event, but we could also find them after if they came in after their events. Another thing that's in the current the current policy is, and you see this on the proposals that were just submitted, we request that ASI be identified as a sponsor on marketing materials. And there have been some issues with this in the past. By requiring clubs to put our ASI logo on their event, it does look like ASI is sponsoring that. For budget eligibility guidelines, most of these are staying intact. We've also set up a separate document that has details about rates and charges and guidelines for expenses. So, under allocation of funds, we start off with authority. So, the top authority that we must allocate ESI funds is under our bylaws, the board of directors, and so the board is responsible for approving our overall budgets and then they do have the right to delegate funding authority down which has been done to the Finance Committee. And then the Finance Committee has also we've also delegated authority to the club funding committee. But the board can also come back and change decisions made by this body as we do today. We also do consider funding requests and have from university departments for their sponsored programs on a case-by-case basis. So, there's a whole section on that in Section seven below. So, this that was a part of the kind of the rearrangement of the club or the department and aspects were kind of stuck in the middle of the previous document.

**Motion to Amend Policy 204**

|                                                  |                     |              |               |           |   |                |
|--------------------------------------------------|---------------------|--------------|---------------|-----------|---|----------------|
| Offered By:                                      | Arwa Mohamed Hammad | Seconded by: | Santosh Kumar |           |   |                |
| Motion to Amend Policy 204<br>Consensus reached. |                     |              |               |           |   |                |
| All in Favor                                     | All                 | Opposed      | 0             | Abstained | 0 | Motion: Passed |

- d. [Policy 206](#)—Reporting and Budgeting Guidelines for External Organizations Receiving over \$3,000
- e. [Policy 213](#)—Academic Travel Policy
- f. [Policy 215](#)—Equipment Policy

**Barnaby:** Briefly explains the funding allocation distribution processes.

**Andrew:** Asks for clarification in regard to reimbursing clubs after the fact.

**Barnaby:** Replies that that is indeed what they are proposing since ASI has rolled over a significant amount of funds for our current allocation for clubs in the last few years. Also explains that clubs have expressed the difficulty they have paying for the fees upfront and *then* getting reimbursed after the fact. However, the challenge is that ASI has multiple partners and multiple legal entities. Barnaby goes into further detail about this change.

**Yahir:** Asks if there is an option for ASI to cover catering from UAS.

**Barnaby:** Explains that this has been practiced in the past but it goes against the rest of the policy.

**Barnaby:** Explains that the Finance Committee, you can bring it up as an action item, review it, discuss it, approve it, don't need to do that four times in a semester if you want the policy, what we're working on right now, we have to go through finance committee, a couple of means of

financing, it goes to the board for approval, it's much bigger process to change it. So that's the only thing that we're doing with this, that limit into the price list. So this committee actually can take action and will be final.

**Yahir:** Asks if there is a list that breaks down what is being removed and added.

**Barnaby:** Replies yes. Goes onto explain the screen organization travel was one of the policies that we consolidated from here and understand administrative procedure that's detailing the process. And the equipment suppliers is one of the policies that's consolidated into this. Also explains limitations for fundraising funds and rental equipment.

**Barnaby:** States that our current policy states that ASI funds up to 70% of travel costs. Recommends it to be amended to being 50% since it is getting expensive, or nothing higher than 60% coverage. This goes for hotels, airfares, etc.

**Yahir:** Explains the significance of keeping the travel policy at 70% coverage.

**Motion to Amend The Policy for Reimbursement of Travel to 70%**

|                                                                                     |              |              |               |           |   |                |
|-------------------------------------------------------------------------------------|--------------|--------------|---------------|-----------|---|----------------|
| Offered By:                                                                         | Yahir Flores | Seconded by: | Santosh Kumar |           |   |                |
| Motion to Amend the Policy for Reimbursement of Travel to 70%<br>Consensus reached. |              |              |               |           |   |                |
| All in Favor                                                                        | All          | Opposed      | 0             | Abstained | 0 | Motion: Passed |

**Motion to Retire Policy 206, 213, and 215**

|                                                             |             |              |              |           |   |                |
|-------------------------------------------------------------|-------------|--------------|--------------|-----------|---|----------------|
| Offered By:                                                 | Jenny Lucas | Seconded by: | Yahir Flores |           |   |                |
| Motion to Retire Policy 206, 213, 215<br>Consensus reached. |             |              |              |           |   |                |
| All in Favor                                                | All         | Opposed      | 0            | Abstained | 0 | Motion: Passed |

**Motion to Table Club Funding Price List**

|                                                     |              |              |               |           |   |                |
|-----------------------------------------------------|--------------|--------------|---------------|-----------|---|----------------|
| Offered By:                                         | Yahir Flores | Seconded by: | Santosh Kumar |           |   |                |
| Motion to Table Action Item D<br>Consensus reached. |              |              |               |           |   |                |
| All in Favor                                        | All          | Opposed      | 0             | Abstained | 0 | Motion: Passed |

**V. Reports**

- **ASI Vice President for Finance**
- **ASI Vice Chair for Finance**
- **ASI Executive Director**

**VI. Adjournment:**

**Motion to Adjourn @ 5:06PM**

|                                                                                                    |              |              |              |           |   |                |
|----------------------------------------------------------------------------------------------------|--------------|--------------|--------------|-----------|---|----------------|
| Offered By:                                                                                        | Yahir Flores | Seconded by: | Cindy Nguyen |           |   |                |
| Motion to adjourn the meeting at 5:06 PM.<br>Consensus to adjourn the meeting - Consensus reached. |              |              |              |           |   |                |
| All in Favor                                                                                       | All          | Opposed      | 0            | Abstained | 0 | Motion: Passed |

CERTIFICATION

Official Minutes taken for the ASI Finance Committee of the Associated Students, Inc., Cal State Los Angeles held on September 14, 2023, at Board Room N/S – 303/303A and were approved by consensus by the ASI Finance Committee on Thursday, September 28, 2023.

Prepared by:

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Mariah Garcia, Recoding Secretary

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Cindy Nguyen, Chief of Staff