



Finance Committee Meeting

Minutes

Friday, December 5, 2014, 2014 12 pm - 2 pm
 Location: U-SU Board Room 303AB
 Attendees: Committee Members & General Public

I. Organizational Items:

a. Called to Order by Carina Kan

The meeting was called to order at 12:07 PM

b. Roll Call

Carina Kan	<i>Vice President for Finance</i>	Present
Shane Vera	<i>President</i>	Excused Late <u>1:49</u>
Dean Truong	<i>Vice President for Administration</i>	Excused Late <u>12:40</u>
Nicholas Carrillo	<i>Vice President for Academic Governance</i>	Present Early Leave <u>1:20</u>
Ruth Ramos	<i>Secretary/ Treasurer</i>	Excused Absent
Norma Sierra	<i>College of Business & Economics Rep.</i>	Present
Karla Guardado	<i>College of Business & Economics Rep.</i>	Present
Brian Wu	<i>Student Appointee</i>	Present
Antonio Canzona	<i>Vice Chair for Finance</i>	Present
Michael Flores	<i>Student Appointee</i>	Present
Matt Warren	<i>University President's Designee</i>	Excused Late <u>12:20</u>
Ronnie Wills	<i>Adm of Finance Designee</i>	Excused Absent
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Programs and Leadership</i>	Present
Frances Tsai	<i>Chief Justice / Associate Justice</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Excused Late <u>12:15</u>
Diego Tinoco	<i>Community Affairs Representative-at-Large</i>	Present
Guests of the Gallery	Gilbert Rios, Felipe Romero, Jesus Leyva (AAE), Jasmine Diep (Beta Alpha Psi), Jose Diaz (Lambda Alpha Epsilon), Ernesto Covambjas (SHESS), Ignacio Topele	

c. Approval of Agenda (action):

Offered By:	Brian Wu	Seconded by:	Michael Flores
Motion to approve the adoption of Agenda for Friday December 5, 2014.			
Discussion: None			
All in Favor	All	Opposed	Abstained
			Motion: passed

II. Public Forum - This time is allotted for members of the public to make announcements to the council and/or address the committee.

✦ N/A

III. Action Items

a. Funding Proposal Review for:

i. SHESS Funding Request – Nacho and Food Sale - \$595.92

✦ There was a presentation about SHESS and the food sale. On top of the food items, they requested a nacho cheese dispenser. It was mentioned that in previous fund raisers they would usually sell out because of their placement outside King Hall. The nacho cheese warmer they are requesting would increase the speed at which nachos will be

served and will be more efficient in conserving the amount of cheese being used because it wouldn't be burnt on the home cookers.

- ✦ Intef Weser states that ASI purchased a machine in collaboration with the USU, so it could be used instead of buying the new dispenser that they are requesting.
- ✦ Carina Kan states that ASI normally doesn't fund equipment because we would end up owning it.
- ✦ Nicholas Carrillo questioned the presenters if there is a reason why they would need a new piece of equipment as opposed to the joint equipment ASI already has.
- ✦ Ernesto explained that he got in contact with Jennifer and revealed that there is no process currently in place to use the USU and ASI joint nacho cheese dispenser. Since he inquired about it, they will work out a process and the needed paperwork to use the equipment, and there is no telling how much time it will take before anyone would be able to use it. The dispenser that we are requesting to fund is also more efficient.
- ✦ Intef Weser would like to find a way to expedite the process of using joint equipment so that it is more accessible to clubs when it is not being used.
- ✦ Antonio Canzona clarifies that the process which would take place in order to acquire the dispenser would be that ASI purchases this piece of equipment on its own accord and obtains full ownership. ASI would then be able to use Equipment Policy 215 to loan it to clubs and orgs.
- ✦ Diego Tinoco believes that it would be worth buying the dispenser to give ASI and clubs better accessibility to one as opposed to having them go through USU and its many implications. He explains that many clubs have nacho sales and it would be a great asset to provide them with.
- ✦ Intef Weser explains that it is already a challenge to maintain the current grill that ASI already possesses. Adding additional equipment would create more work. ASI already has the joint machine that gets maintained, and should find a way to better schedule its availability.
- ✦ Antonio Canzona is concerned about the storage of the equipment once it is bought.
- ✦ Carina Kan replies by stating that storage is the main reason why ASI usually does not purchase equipment.
- ✦ Dena Florez mentions that ASI already has a grill and cotton candy machine that usually does not get cleaned by the clubs after they use it. She suggests that clubs rent a machine that ASI would cover the cost of to avoid any additional hassle.
- ✦ Nicholas Carrillo's main concern is that the process of obtaining joint equipment is transparent to all clubs and orgs without going through overbearing bureaucracy.

Offered By:	Norma Sierra	Seconded by:	Nicholas Carrillo
Motion to approve SHESS Funding Request – Nacho and Food Sale - \$595.92 with the stipulation that the ASI staff will work with the club to make sure that they have the appropriate amount of cheese			
All in Favor	All	Opposed	Abstained
			Motion: passed

ii. SHESS Funding Request – SHESS T-shirt Sale - \$764.99

- ✦ There was a presentation on the T-shirt sale.
- ✦ Brian Wu asked if the sale was sweatshop free.
- ✦ Carina Kan determined that it was sweatshop free and all in accordance with policy. She continued by stating that according to ASI guidelines, we can only pay for half of the printing fee. The adjusted and total amount we can fund for the event would be \$734.99.

Offered By:	Antonio Canzona	Seconded by:	Brian Wu
Motion to approve SHESS Funding Request – SHESS T-shirt Sale - \$734.99			
All in Favor	All	Opposed	Abstained
			Motion: passed

iii. Lambda Alpha Epsilon Funding Request – Winter Parking Permit Raffle - \$872.50

- ✦ There was a presentation on the newly re-established fraternity and the request.
- ✦ Carina Kan did a break down to confirm the maximum amount ASI can fund.
- ✦ Nicholas Carrillo questioned if the maximum prices were made by following guidelines or policy.
- ✦ Carina Kan answered that it was a guideline. Although it is a recommended practice, it was approved at the beginning of the quarter and what should be followed to be fair to all clubs. The guidelines can be reviewed again.
- ✦ Dean Truong recommends that ASI provides websites and companies for T-shirts and sweat shirts that correlate with the prices in our guidelines.

Offered By:	Nicholas Carrillo	Seconded by:	Diego Tinoco
Motion to approve Lambda Alpha Epsilon Funding Request – Winter Parking Permit Raffle - \$872.50			
All in Favor	All	Opposed	Abstained
			Motion: passed

iv. Mock Trial Club Funding Request – Mock Trial Open House/Mixer – \$291.00

- ✦ There was a presentation on the club and the request.
- ✦ Carina Kan explained an agreement made by the club after speaking with them to change shirts to post cards.

Offered By:	Diego Tinoco	Seconded by:	Norma Sierra
Motion to approve Mock Trial Club Funding Request – Mock Trial Open House/Mixer – \$150.00			
All in Favor		Opposed	
		Abstained	
Motion:		passed	failed

b. Policy 204 – Funding Guidelines – The Finance Committee will review the policy and take action on recommended changes.

- ✦ Intef Weser introduced the additional changes made to the policy.
- ✦ Antonio Canzona introduced some additional changes.

Offered By:	Dean Truong	Seconded by:	Karla Guardado
Motion to approve changes made to Policy 204 – Funding Policy			
All in Favor	All	Opposed	
		Abstained	
Motion:		passed	

c. Policy 224 – UCCO Funding Policy – The Finance Committee will review and take action on recommendations for change.

- ✦ Intef Weser introduced the changes to the policy.
- ✦ The tier system will not reset every quarter; it will be extended to the full academic year. It seems as if the original intention was to keep the club active as opposed to giving them all the benefits in every quarter after satisfying all the requirements in one quarter. A positive would be that the requirements which were satisfied would not go to waste in the following quarter. It was very difficult to reach tier 3 before the quarter ended.
- ✦ Issues have been brought up about the required funding workshops needed to be attended to advance from tier to tier. The committee thought that the policy should clarify that a club would only be required to attend one funding workshop for the entire year and be eligible to proceed to the next tiers.
- ✦ With regards to the incentives, Dean Truong believes that the ASI budget is already very constricted and additional incentives shouldn't be necessary. Incentives should only be in place to attract clubs who want to get involved instead of fulfilling a task to automatically receive compensation.
- ✦ Intef Weser questioned if the committee would want to keep club credit separate from finance committee funding.
- ✦ Markus Rodriguez mentions that UCCO is centered off an incentive to get clubs to go to meetings and participate with ASI. With a restricted budget and more clubs getting involved the incentives will shrink, and the less functional UCCO will be.
- ✦ Intef Weser follows by stating that the policy was created by example of an ASI of a junior college. That ASI was very successful in getting their clubs involved; the only difference was that they didn't have an entity like CSI. There was good merit in creating the policy, however now that it has been created and since CSI manages the recognition of clubs; we have to take a different approach for this policy to functionally exist.
- ✦ Carina Kan believed that the policy is fine as it is since there are not many clubs involved.
- ✦ Intef Weser quickly states that if it is made more attractive, clubs would quickly get involved.
- ✦ Dean Truong believes that the committee should focus on making this policy as simple as possible so that UCCO can focus on their mission as a committee. It isn't a good rout to make it more attractive in a way that has clubs view this as an incentive program. He would rather have fewer quality members as opposed to many members who are only present to get the incentives.
- ✦ Carina Kan thinks that the policy should be left as it is rather than increasing any incentive. If a club does not want to join UCCO, no amount of money will drive them to join.
- ✦ Antonio Canzona disagrees, clubs would be driven in the beginning for the incentive and there is a possibility that they would be driven to continue their involvement regardless of the amount of compensation. We should view it as a way of giving clubs an entry to get involved.
- ✦ Intef Weser mentions that limited funds are the main issue since there is no telling how many clubs will join.
- ✦ Marcus Rodriguez believes that lowering the incentive would be false advertising to the current members of UCCO. The current incentive should stay in place for the time being, many clubs still don't know about UCCO and many won't be able to hit the tier points too easily. ASI should be able to remain within the budget.
- ✦ Dean Truong agrees that it should be left as is, UCCO should be looked at as a way of jumpstarting a club. Incentives should be for clubs who can view this as a way to market their club without paying out of their own pocket.
- ✦ The committee goes back to the policy and decides to group section g. iii. As "marketing".
- ✦ More clarification was given by Carina Kan: The tier system was changed to resetting on the whole academic year as opposed to quarterly, there was the possibility of ASI paying straight for items as opposed from the reimbursement system, the "marketing" label, and the award was kept at \$450.

Offered By:	Brian Wu	Seconded by:	Dean Truong
Motion to approve changes to Policy 224 – UCCO Funding Policy			
All in Favor	All	Opposed	Abstained
			Motion: passed

Offered By:	Brian Wu	Seconded by:	Antonio Canzona
Motion to table the rest of the agenda to next meeting			
All in Favor	All	Opposed	Abstained
			Motion: passed

IV. Discussion II

- a. Policy 213 – Academic/Student Organization Travel – The Finance Committee will review the policy
 - ✦ N/A
- b. Funding Guidelines – The Finance Committee will review the policy
 - ✦ N/A
- c. Future University Support Site Visits
 - i. Educational Opportunity Program (EOP)
 - ii. Educational Participation in Communities (EPIC)

V. Reports

- a. A.S.I. Vice President for Finance
 - ✦ N/A

VI. Adjournment:

Offered By:	Dean Truong	Seconded by:	Shane Vera
Motion to adjourn the meeting at ____ 2:01 ____ pm.			
All in Favor	All	Opposed	Abstained
			Motion: passed

Associated Students, Inc.
Finance Committee Meeting
Summary of Actions Taken

I. Organizational Items:

c. Approval of Agenda (action):

Offered By:	Brian Wu	Seconded by:	Michael Flores
Motion to approve the adoption of Agenda for Friday December 5, 2014. Discussion: None			
All in Favor	All	Opposed	Abstained
			Motion: passed

III. Action Items

- a. Funding Proposal Review for:
 - i. SHESS Funding Request – Nacho and Food Sale - \$595.92

Offered By:	Norma Sierra	Seconded by:	Nicholas Carrillo
Motion to approve SHESS Funding Request – Nacho and Food Sale - \$595.92 with the stipulation that the ASI staff will work with the club to make sure that they have the appropriate amount of cheese			
All in Favor	All	Opposed	Abstained
			Motion: passed

- ii. SHESS Funding Request – SHESS T-shirt Sale - \$764.99

Offered By:	Antonio Canzona	Seconded by:	Brian Wu
Motion to approve SHESS Funding Request – SHESS T-shirt Sale - \$734.99			
All in Favor	All	Opposed	Abstained
			Motion: passed

- iii. Lambda Alpha Epsilon Funding Request – Winter Parking Permit Raffle - \$872.50

Offered By:	Nicholas Carrillo	Seconded by:	Diego Tinoco
Motion to approve Lambda Alpha Epsilon Funding Request – Winter Parking Permit Raffle - \$872.50			
All in Favor	All	Opposed	Abstained
			Motion: passed

- b. Policy 204 – Funding Guidelines – The Finance Committee will review the policy and take action on

Offered By:	Dean Truong	Seconded by:	Karla Guardado
Motion to approve changes made to Policy 204 – Funding Policy			
All in Favor	All	Opposed	Abstained
			Motion: passed

Offered By:	Brian Wu	Seconded by:	Antonio Canzona
Motion to table the rest of the agenda to next meeting			
All in Favor	All	Opposed	Abstained
			Motion: passed

VI. Adjournment:

Offered By:	Dean Truong	Seconded by:	Shane Vera
Motion to adjourn the meeting at ____ 2:01 ____ pm.			
All in Favor	All	Opposed	Abstained
			Motion: passed

CERTIFICATION

Official Minutes taken for the **FINANCE COMMITTEE MEETING** of the Associated Students, Inc, CSULA held on Friday, December 5, 2014, in the University Student Union 303AB. Consensus by the Finance Committee on: Friday, January 16, 2015.

Prepared by:

Antonio Canzona, Recording Secretary

Carina Kan, Committee Chair

Ruth Ramos, Secretary/Treasurer