



Finance Committee Meeting

Minutes

Date: Friday, November 30, 2018
 Time: 12-2 pm
 Location: U-SU Los Angeles Room 308C
 Attendees: Committee Members, General Public
 Type of Meeting: General

I. Organizational Items:

- a. Call to Order by: Aaron Castaneda, ASI Vice President for Finance at 12:00 pm
- b. Roll Call (Establishment of Quorum)

Aaron Castaneda	Vice President for Finance	Present
Lily Nguyen	Vice Chair for Finance	Excused tardy @ 12:06pm
Nia Johnson	President	Present
Matthew Keels	Vice President for Administration	Present
Jacquelyn Acosta	Vice President for Academic Governance	Unexcused tardy @ 12:11pm
Veronica Garcia-Martinez	Vice President of External Affairs & Advancement	Unexcused tardy @ 12:08pm
David San	Secretary/Treasurer	Present
Christopher Koo	BOD Member	Unexcused tardy @ 12:06pm
Dayana Soto Salazar	Committee Member	Present
Marcus Rodriguez	Interim Executive Director	Excused tardy @12:04pm
Dena Florez	Office Manager for Administration and Services	Present
Betty Kennedy	University President Designee	Excused tardy @12:06pm
John Tcheng	CFO Designee	Excused absence
Nia Allen	Chief Justice	Present
Guests of the Gallery		

c. Approval of Agenda for Friday, November 30, 2018

Offered By:	Matthew Keels	Seconded by:	David San
Motion to approve the agenda for Friday, November 30, 2018.			
All in Favor	All	Opposed	None
		Abstained	None
			Motion: Passed

d. Approval of Minutes for Friday, November 9, 2018

Offered By:	Matthew Keels	Seconded by:	David San			
Motion to approve minutes for Friday, November 9, 2018.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

e. Approval of Funding Committee Report for Friday, November 16, 2018

Offered By:	Matthew Keels	Seconded by:	David San			
Motion to approve the Funding Committee Report for Friday, November 16, 2018.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

II. Public Forum – Allotted for members of the public to address the committee.

None

III. Action Items:

- a. School Psychology Student Association** - National Association of School Psychology Conference - 2/25/19-3/3/19 - \$2,318.40

Offered By:	Nia Johnson	Seconded by:	David San			
Motion to approve the Funding Committee Report for Friday, November 16, 2018.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

IV. Discussion Items:

- a. Policy 210 – Request for Payment or Purchase Order:** The committee will review and discuss the RPP policy to potentially convert the policy in procedures, while keeping intact the policy portion.
- Dena: separate out travel purchases in the prompt payment requirements -travel has its own policy. Fix date range.
 - Lily: In Internal Controls, Dena’s official title is Office Manager for Administration and Services. Reason for hedging language (“may be held responsible”)?
 - Betty: reference an additional procedural document to clear up vagueness.

V. Information Items:

- a. Signature Authorization of ASI LAIF investment account:** The committee will be informed of the update signatories to the organization’s Local Agency Investment Fund account.
- b. Direct Funding Tracker:** Vice Chair for Finance Lily Nguyen will present the Direct Funding Tracker and inform the committee of all clubs and organizations ASI awarded amounts.
- Matthew: is there any way to make sure funds don’t run out next semester.
 - Aaron: unused funds from Fall semester. But we allocate at the beginning of the semester.

- Betty: does ASI tell clubs that funds are available on a first-come first-serve basis?
- Aaron: we emphasize that during the ODC. Come early for a better chance.
- Marcus: learning opportunity. Share what organizational processes we have to clubs to help them.
- Lily: most successful clubs are the ones that come in at the beginning of the semester and get approved for fundraisers throughout the semester. Has been happening more often.

VI. Reports

a. ASI Vice President for Finance: **Aaron Castaneda**

VII. Adjournment

Offered By:	Nia Johnson	Seconded by:	Matthew Keels			
Motion to adjourn at 12:59 pm.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, November 30, 2018 in the U-SU Los Angeles Room 308C. Consensus by the ASI Finance Committee on Friday, February 1, 2019.

Prepared by:

Lily Nguyen, ASI Vice Chair for Finance

Aaron Castaneda, ASI Vice President for Finance