



# Finance Committee Meeting Minutes

Date: July 13:2018  
 Time: 12:00 pm- 2:00 pm  
 Location: U-SU Board Room, Rm. 203 AB  
 Attendees: Board Members, General Public  
 Type of Meeting: General

**I. Organizational Items:**

- a. Call to Order by Aaron Castaneda: 12:00 pm
- b. Roll Call (Establishment of Quorum)

(Name)	(Position)	(Present, Excused Tardy, Excused Absent, Unexcused Tardy, Unexcused Absent)
Aaron Castaneda	Vice President for Finance	Present
Nia Johnson	President	Present
Jesus Mora	Vice President of Administration	Unexcused absent
Jacquelyn Acosta	Vice President for Academic Governance	Present
Veronica Garcia-Martinez	Vice President External Affairs and Advancement	Excused absent
Christopher Koo	B and E College Rep	Unexcused Tardy @ 12:09 pm
Jennifer Martell	Secretary/ Treasurer	Present
Betty Kennedy	University President Designee	Present
John Tchong	CFO Designee	Excused absent
Intef W. Weser	Executive Director	Present
Marcus Rodriguez	Director of Government Affairs & Leadership Programs	Present
Dena Florez	Office Manager Administration & Services	Present
<b>GALLERY</b>		

- c. Approval of Agenda for Friday, July 13, 2018

<b>Offered By:</b>	Jacquelyn Acosta	<b>Seconded by:</b>	Nia Johnson
Motion to approve the adoption of Agenda for Friday, July 13, 2018			
<b>All in Favor</b>	all	<b>Opposed</b>	none
<b>Abstained</b>	0	<b>Motion:</b> Passed	

- d. Approval of Minutes for Friday, May 4, 2018

<b>Offered By:</b>	Jacquelyn Acosta	<b>Seconded by:</b>	Christopher Koo			
Motion to approve the adoption of the minutes <b>for Friday, May 4, 2018</b>						
Motion received ALL votes and passed.						
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	0	<b>Motion:</b> Passed

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

III. **New Business:**

a. **Information Item: Policy 201 Finance Committee Code of Procedures - Committee reviewed the Policy 201 Finance Committee Code of Procedures**

- ❖ Aaron Castaneda: Article I authority in function these code should act as the code of the final committee which associated with the California University of Los Angeles, need an approval from the board of the directory and the president with in the 60 days.
- ❖ Aaron Castaneda: Memberships and duties in section I, membership should compose of 14 voting members and 5 none voting members.
- ❖ Aaron Castaneda: Section II quorum should be define as 8, 57 plus 1 appointed membership committee which count as a voting member.
- ❖ Aaron Castaneda: Section III ASI VP finance assistance to committee and budgets reviewer etc.
- ❖ Betty Kennedy: Request for funding, is it still because there's a funding committee now it is still necessary?
- ❖ Aaron Castaneda: yes, anything over \$2000 comes to this committee
- ❖ Intef Weser: To consider the language where you can empower the subcommittee.
- ❖ Aaron Castaneda: position of finance responsibility.
- ❖ Aaron Castaneda: section V removal appointment members may be remove two or more excuse absent.
- ❖ Jacquelyn Acosta: Article III Investment policy. Finances committee makes recommendation of the ASI administrated manual of the BOD relate to ASI, rules and regulation.
- ❖ Jennifer Martell: Article IV authority of allocation.
- ❖ Jennifer Martell :Section II Funding
- ❖ Aaron Castaneda: can take long for the funding to get fund. To increase the funding time there is need to get sign and approve.

b. **Information Item: Policy 204 Funding Guidelines Policy – committee reviewed the Funding Guidelines**

- ❖ Aaron Castaneda: Only fund materials that are fore advertisement of club anything personal doesn't get fund.
- ❖ Aaron Castaneda: funding event must get request in advance.
- ❖ Dena Florez: So clubs can do their own scholarship but we can't help the pay.
- ❖ Aaron Castaneda: anything off campus must be ADA compliance.
- ❖ Aaron Castaneda: Find way to check of the ADA compliance and how we may confirm.
- ❖ Aaron Castaneda: Can't discriminate religion and culture.
- ❖ Aaron Castaneda: General event; want to fund clubs that promote the event not really materials.
- ❖ Aaron Castaneda: Don't fund salary.
- ❖ Aaron Castaneda: Under \$300 for equipment. ASI property, clubs may buy budget may be \$300+ but there must be an explanation.
- ❖ Betty Kennedy: 5.3.4. registration fees/ membership fee

**c. Discussion Item: Process for Club Funding Request – The committee reviewed an example club funding request to understand the entire process**

- ❖ Aaron Castaneda: Club need to go to an organization to get fund, need bank account.
- ❖ Aaron Castaneda: Submit a funding request form. Must submit paper work a week before event
- ❖ Aaron Castaneda: Student event registration form is needed to get sign.
- ❖ Aaron Castaneda: Food permit is not really needed unless they bring outside food.
- ❖ Aaron Castaneda: Insurance is being worked on and being reviews
- ❖ Aaron Castaneda: Every event need flyers and logo as well.
- ❖ Aaron Castaneda: Invoices of estimate of the amount that was used in the purchase.
- ❖ Aaron Castaneda: Do not take any missing paper work.

**d. Action Item: Reinstate the Alternative Funding and Referendum Ad Hoc Committee – The committee reviewed the charge of this committee and take action to reinstate.**

**i. Discussion:**

Offered By:	Jacquelyn Acosta	Seconded by:	Christopher Koo			
Motion to approve the Reinstate The Alternative funding and Referendum Ad Hoc Committee						
Motion received ALL votes and passed.						
All in Favor	All	Opposed	none	Abstained	0	Motion: Passed

**e. Action Item: Reinstate the Scholarships & Awards Ad Hoc Committee – The committee reviewed the charge of this Ad Hoc committee and take action to reinstate.**

Offered By:	Jacquelyn Acosta	Seconded by:	Nia Johnson			
Motion to approve the Reinstate the Scholarships & Awards Ad Hoc Committee.						
Motion received ALL votes and passed.						
All in Favor	All	Opposed	none	Abstained	0	Motion: Passed

**f. Information Item: Reading a Finical Statement- The committee will review ow to read a monthly financial statement**

- i. Book Voucher Program: Discuss the reasoning of the requirement of the book voucher**

**IV. Reports**

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

**i. Old Business**

- ❖ Aaron Castaneda: Review how to review finical statement. Every month we get finical statement. Which is used to monitor the outcome and income of the money. Reviewing balance sheet.
- ❖ Investment review and the current finical amount
- ❖ ASI payment and the resources we use (Liability)
- ❖ Manager assistant is in charge of the inputting data and it's very crucial.
- ❖ Reviewing the exhaustion of the finical amount.

**ii. New Business**

- ❖ Budget 2018-2019
- ❖ President need to sign, Need to meet the president
- ❖ Some policy might get change
- ❖ Retreat funding is reviewed

- ❖ Investment for the future plans.

V. Adjournment.

Offered By:	Christopher Koo	Seconded by:	Nia Johnson			
Motion to the adjournment at 1:35 PM.						
All in Favor	All	Opposed	none	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the Finance Committee of the Associated Students, Inc., Cal State Los Angeles held on July 13, 2018 in the U-SU Board Room, 303 and were approved by consensus by the Finance Committee on July 27, 2018.

Prepared by:

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Lily Nguyen – Vice chair for Finance

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David San, Secretary/Treasurer

CERTIFIED