



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 Tchong	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.



Lily Nguyen, ASI Vice Chair for Finance

Prepared by:



David San, Secretary/Treasurer