



# Funding Sub-Committee Meeting Minutes

Friday, November 15, 2019  
 Time: 12:00-2:00 pm  
 Location: U-SU San Gabriel Room  
 Attendees: Funding Sub-Committee, Special Public

- I. **Organizational Items:**
  - a. **Call to Order @ 12 pm**
  - b. **Roll Call (Establishment of Quorum)**

Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Christopher Koo	<i>Vice President for Finance</i>	Present
Aaron Castaneda	<i>ASI President</i>	Excused Absence
Matiana Parra	<i>Diversity &amp; Inclusion Officer</i>	Present
Jocelyn Vargas	<i>BOD Member</i>	Present
Ryan Yoo	<i>Associate Justice</i>	Excused
John Tcheng	<i>CFO Designee</i>	Unexcused
Amanda Tapia	<i>UAS Representative</i>	Unexcused
Candice Varnado	<i>CSI Representative</i>	Unexcused Absence
Han Nguyen	<i>U-SU Representative</i>	Unexcused Absence
Christopher Johnson	<i>Staff Support Director</i>	Unexcused
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present
Guests of the Gallery		

- c. **Approval of Agenda for Friday, November 15, 2019.**

<b>Offered By:</b>	<b>Jocelyn Vargas</b>	<b>Seconded by:</b>	<b>Chris Koo</b>
Motion to approve the Agenda for Friday, November 15, 2019.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
		<b>Abstained</b>	<b>None</b>
<b>Motion: Passed</b>			

d. **Approval of Minutes for Friday, November 1, 2019.**

<b>Offered By:</b>	<b>Jocelyn Vargas</b>	<b>Seconded by:</b>	<b>Chris Koo</b>			
Motion to approve the Minutes for Friday, November 1, 2019.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

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

✚ None

III. **Action Items**

a. **Students Academy of Audiology**

1. Student org focusing on field of hearing science and disorders, hope to create more higher level degree students in the field and show importance of knowing more about hearing loss and related disorders. Funding is for final event of semester – Hearing loss Journey. Inviting guest speakers to talk about experience of hearing loss and how it impacts lives. For students to get understanding of what students and people experience in this area.

<b>Offered By:</b>	<b>Jocelyn Vargas</b>	<b>Seconded by:</b>	<b>Chris Koo</b>			
Motion to approve total of \$725.13.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

b. **Professionals in Human Resource Association**

1. HR club on campus specializing in helping people with resumes, cover letters, and understanding of HR in general. Pizza fundraiser on Nov. 25<sup>th</sup>.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve total of \$145.77.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

c. **Professionals in Human Resource Association**

1. Resume Forum event – funding will be used to buy pins, shirts for the event. Will bring speaker from the national organization on the national board – Lillian, who will talk about transferring professional

skills onto resume, which is important for students looking for jobs in near future, especially with difficulties finding jobs after college.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve total of \$412.62 . Pins accounted \$350. \$267.70 quote includes tax/shipping handling. Pins coming from actual price is \$350, with discount						
Fund only 70% of marketing materials. Pins and shirts are marketing Can only fund						
\$412.62						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

d. **Baja SAE**

1. Group of engineers of all kinds, and event will bring class lessons into action. Event to assemble vehicle.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve total of \$1300.00.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

e. **Tespa**

1. Gaming club on campus, which allows students to participate and compete nationally for scholarship money. Connected to job opportunities where students can go participate in work for companies. Hosting free gaming event with free tournaments, free raffles, free giveaways and food through ASI funding.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve total of \$1627.06.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

f. **Academic Honors Association**

1. Game night – social event once a semester towards end of semester to give people opportunity to play games with others. Students can play games provided or bring their own games.

<b>Offered By:</b>	<b>Jocelyn Vargas</b>	<b>Seconded by:</b>	<b>Matiana Parra</b>			
Motion to approve total of \$270.32.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

g. **Academic Honors Association.**

1. Porto's fundraiser for club to fundraise and get money for future community service events and materials for events. Also provides students, professors or others with opportunity to purchase food and be happy.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve total of \$213.32.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

h. Forensic, Speech and Debate

1. Club used to teach students how to advocate and present stories through speech and debate events. Asking for funding to go to Wisconsin tournament for students to learn how to use speeches to advocate.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to recommend to Funding Committee for total amount of \$2979.54. Change in amount due to ASI only funding 70% of travel.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

i. Formula SAE

1. Group of engineers and business majors. Requesting money to build a car for competition next semester.

<b>Offered By:</b>	<b>Jocelyn Vargas</b>	<b>Seconded by:</b>	<b>Chris Koo</b>			
Motion to recommend to Finance Committee for total amount of \$3000. Change in amount due to total amount being over						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

j. ALPFA – Association of Latino Professionals for America

1. Professional national org/ business club. Help students and classmates to better selves professionals, bring professionals to general meetings. Requesting funds for costs of events and to continue events.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve \$288.12.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

k. American Association of Airport Executives

1. National organization for students and airport professionals. Taken students to conference that they are requesting funding for. Amount of internships and scholarships students receive creates tight-knit community. Allows them to secure scholarships and internships. Number listed of attendees are an estimated number of students attending, and they are still receiving sign-ups.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to recommend to Finance Committee for total amount of \$3000. Change in amount to ASI only able to cover up to \$3000 for up to 7 hotel rooms.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**l. ASME – American Society of Mechanical Engineers**

1. Student org focusing on engineering opportunities for students to enhance skills and apply for good jobs. Requesting materials for workshop to compete in competition held in Michigan next year. Changed materials list and now have final list of materials that will contribute to competition next year. Some materials did not get ordered, so now there is revised version.

<b>Offered By:</b>	<b>Matiana Parra</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve total amount of \$1012.00						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**m. Kalahi Filipino American Student Organization**

1. Kalahi's mission is to promote Filipinx culture through events and create community for students. Requesting funding for Porto's fundraiser for cultural night next semester . Cultural night - they showcase culture through dance. Money will be for props, costumes, equipment, etc.

<b>Offered By:</b>	<b>Jocelyn Vargas</b>	<b>Seconded by:</b>	<b>Chris Koo</b>			
Motion to approve total amount of \$236.00.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**n. Kalahi Filipino American Student Organization**

1. Raising Cane's fundraiser – Nov. 19<sup>th</sup> and 21<sup>st</sup>.

<b>Offered By:</b>	<b>Chris Koo</b>	<b>Seconded by:</b>	<b>Jocelyn Vargas</b>			
Motion to approve \$940.00.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**IV. Discussion Items:**

- o. **ASI Clubs and Orgs RPP:** The committee will discuss possible solutions to the issue of clubs not following through with the RPP process.

**Chris –**

**Regarding clubs not being vigilant on turning in checks or RPPS – no conclusive solutions.**

Dena – 5 checks picked up by clubs May on her desk, checks on cashed. We need to do something because if we re-issue checks, front desk is vigilant on notes of who is and when people are called. Moving forward – should copy who at CSI, or copy Han on emails. She can notify, she receives club banking in student union. Copy her on requests, for students to know to pick up checks. Checks in the ASI office have not been picked up.

Or they do pick it up and its not deposited. Copy Han and see what happens from there.

Amanda: Can give deadline and if not, deposit it back into accounts. They do reimbursement process and don't pick it up?

Have them deposit it there.

Chris – to give it to union and have students go up there to acknowledge it has been deposited so we are not ones doing banking , but it is understood by club that they should do it anyways. This is basically our terms for funding them.

Dena - We cannot deposit them.

Tyler - Can we become signers on their bank accounts?

Dena – No.

Tyler – Since Tespa is here – what is your perspective on this?

Dena – You see how many clubs we fund. Once their event is over, we pay them their reimbursement request but 1 they don't pick up their checks or 2 they pick it up and don't deposit it. After 6 months it becomes void.

We text them to pick it up or that they have not deposited it.

After 6 months, normally it gets sheeted to State of CA and it becomes property of the state. No student is going to go to the state and get the money. Ultimately, we want clubs to get money so our issues is how do we get clubs to get their money?

What happens is that ASI holds those funds and in the end if the clubs don't claim reimbursement, they are funds withheld from another club to get their reimbursement.

Basically, when we get the checks, we'll have to make copies of RPPs and take them to the Union and have them go and sign the check in the Union, which will be more work on staff.

Tyler – reminder system after they get their check. But we need system that does it for everyone, every time. Any other suggestions for system of reminding clubs.

Jocelyn – maybe going to board meetings and reminding them.

Tyler – is there a way to have CSI send reminders through their accounts?

Matiana –I would suggest entire clubs be notified in the case that students who leave are the ones not picking it up.

Dena – talk to Sofia and see if this is option to have U-SU see and let them have it.

Amanda – they also have mandatory club meetings to attend once a semester, maybe there can be an announcement there.

Dena – happens once a semester so we can use it to tell people. Just go to U-SU and sign off on check which gets deposited there.

Damarea – are there any withdrawal , what's the accountability measure?

Tyler – none. Idea was to do vetting.

Damarea – accountability measure for being unable to get money later.

Matiana – my opinion is that is necessary since this is the reason that other students or our campus is unable to use this money.

Jocelyn -

Tyler -

Dena – banking is changing to Wells Fargo so eventually working towards checklist environment which is easier to transfer money to U-SU later down the road.

**IV. Reports**

a. ASI Vice Chair for Finance: Tu Nguyen

Trying to work on policy but Chief Justice submitted a list of changes. Plan to review those this weekend and return what is changed content wise to be ready at Finance meeting. Will get in contact with him for easy to understand policy. Also, if everyone uses their funds and all is approved at finance, numbers show we approved ~ \$49,500 out of \$55,000 budget, though only iff all clubs deposit their checks. That amount will be carried out for Spring semester.

b. ASI Vice President for Finance: Christopher Koo

none

**V. Adjournment**

Jocely

Consensus to adjourn the meeting at 1:03pm.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**CERTIFICATION**

Official Minutes taken for the **Funding Sub-Committee** of the Associated Students, Inc. Cal State LA held on Friday, November 15, 2019 in the U-SU San Gabriel Room. Consensus by the ASI Funding Sub-Committee on Friday, February 7, 2020.

Prepared by:

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**Tu Nguyen, Vice Chair for Finance**

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David San, Secretary/Treasurer

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