



Finance Committee Meeting

Minutes

Date: Friday, October 25, 2019

Time: 12-2 pm

Location: SA 110

Attendees: Committee Members, General Public

Type of Meeting: General

I. Organizational Items:

- a. Call to Order by: Christopher Koo, ASI Vice President for Finance at 12:02 pm
- b. Roll Call (Establishment of Quorum)

Christopher Koo	Vice President for Finance	Present
Tu Nguyen	Vice Chair for Finance	Unexcused tardy @ 12:13pm
Aaron Castaneda	President	Present
Teady Ochoa	Vice President for Administration	Present
Jacquelyn Acosta	Vice President for Academic Governance	Excused absence
Joceline Rivera Jimenez	Vice President of External Affairs & Advancement	Excused absence
David San	Secretary/Treasurer	Present
Ryan Yoo	Chief Justice	Present
Dena Florez	Office Manager for Administration and Services	Present
Betty Kennedy	University President Designee	Present
John Tcheng	CFO Designee	Unexcused tardy @ 12:13pm
Christopher Johnson	Staff Support Director	Present
Guests of the Gallery		

c. Approval of Agenda for Friday, October 25, 2019

Offered By:	Aaron Castaneda	Seconded by:	Teady Ochoa
Motion to approve the agenda for Friday, October 25, 2019.			

Offered By:	Aaron Castaneda	Seconded by:	Teady Ochoa			
Motion to amend the agenda by moving the club funding approval to the top of the agenda.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes for Friday, October 11, 2019

Offered By:	Teady Ochoa	Seconded by:	David San			
Motion to approve the minutes for Friday, October 11, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

e. Approval of Funding Committee Report for Friday, October 18, 2019

- i. Christopher K. recommended to the committee that the report be postponed until the next meeting.
- ii. Dena said that it should be approved because it is what actually took place at the meeting.
- iii. Christopher K. clarified that there were also some typos in the report
- iv. Aaron wanted to clarify that there were events approved that should not have been approved.
- v. Dena clarified that there were two events that were cut that should have been swapped out for two events that happened before the funding meeting that were approved in a sweeping motion.
- vi. Aaron said that the club is entitled for the funding for those two events because it was an administrative error.
- vii. Dena said that she believes they did not hold the two events.
- viii. Aaron said that since what is written on the funding committee report is what happened at the meeting, it should be approved how it is. If they want to withdraw the requests and add the two not approved to the funding limit, they can do that.
- ix. Dena believes that that is what is going to happen.

Offered By:	Aaron Castaneda	Seconded by:	David			
Motion to approve the Funding Committee Report for Friday, October 18, 2019.						
Betty asked about the cap per Cal State LA student. Christopher K. clarified that since they are doing both Breakfast and Lunch, their limit is well over the \$3000 request.						
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. NSSHLA - Annual NSSHLA COMD Symposium - 11/8 -\$3000

- i. Aaron wanted to clarify that the club was asking for both Breakfast and Lunch

Offered By:	Aaron Castaneda	Seconded by:	David San			
Motion to approve NSSHLA - Annual NSSHLA COMD Symposium - 11/8 -\$3000.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

b. 3&9 Budget Draft: The committee will approve the edited 3&9 Budget for recommendation to the Board.

- i. Christopher K. presented about the Budget
 1. Fine with extending the discussion on the budget until next meeting because the Board will not see it until after next finance meeting
 2. Update in administration by updating the price for the chairs and increasing the price for the Lifescan because their price has gone up.
 3. NVRD was looked at more closely so that the budget for programing and advocacy can be more inaccurate
 4. Not enough funds in unrestricted funds for the total amount requested for events
 5. Aaron asked about the exact difference between the unrestricted funds and the requests.
 6. Christopher K. reported \$77,250 has been requested and around \$69,000 are allocated for unrestricted, so we would not be able fund around \$8,000
 7. Demarea asked if the money extra money allocated to NVRD is going to be kept under its current category or if it is going to be disbursed to other categories.
 8. Christopher K. said that if we underspend on events, the leftover money should be allocated to other areas so that the money does not stay stagnant where it is in.
 9. Aaron asked Christopher K. if he talked to Jocelyn about her plans.

10. Christopher K. responds that he will meet with her and report at the next Finance Meeting
11. Aaron asked if adding more into the benefit justifies the vacancies and if there was a change in the budget for vacancies.
12. Dena answered that it should be left so that there is some negotiation room for the positions unfilled currently. Regarding the increase in benefits, it is because of taxes that have to be paid and a medical reimbursement that was not considered before.
13. Christopher K. says that for items that can wait, the storage space can be on hold until the 6&6 Budget.
14. Aaron said that if anyone had any issues with the proposed budget, it should be brought up now.
15. Teady said that she agrees with the iMacs and printer because the marketing is an important part of ASI. In addition, she agrees that the shed can be put on hold.
16. David said that the he agrees with the increases in marketing and also agrees that we can wait on the shed. A little less with Eagle-chella because of its cost, but David stated that that might just be a personal issue because he usually does not attend those types of events.
17. Aaron said that for Eagle-chella, for now, we should only fund half to show that we are committed and then fund the rest at the 6&6.
18. Tu talked about where his opinions stand on each of the budget changes.
19. Demarea talks about his opinions on each budget change.
20. Aaron said that since it does not need to be approved today, if everything that needs to get done gets done before next meeting, we will not need to make as many amendments.

IV. Information Items:

a. The committee will review the September Financials.

- i. Aaron had a question about why only used 6% if we are a quarter into the year.
- ii. Dena answered that it is because we did not have a position filled for quite some time. The financials were also only for October so September has not hit yet

- iii. Aaron said that he is counting two employees in Gus' team since July 1, and they have only been given \$2300 in 3 months.
- iv. Dena said she will look into it.
- v. Aaron asked about where \$1000 for Committee Permits/Vouchers that was used came from.
- vi. Christopher K. said that he is not too sure and will look into it and clarify after the meeting.
- vii. Aaron recommended that since \$6000 was earned from LAIF a quarter in, the \$16000 budgeted amount will be reached pretty quickly.

b. The committee will discuss proposals from staff regarding administration and marketing.

- i. Dena presents her area in the proposal
 - 1. Chairs that were going to be thrown away by the Union were reupholstered and used in the office. Saved a lot of money.
 - 2. Plans to do the same thing to the specific chairs in each office
 - 1.) Aaron wanted to clarify that the chairs have already been reupholstered.
 - 2.) Dena answered that they have been and the \$7177.55 can be reduced.
- ii. Gus presents on the storage section and marketing
 - 1. There is a lot of possums and trash in the space right next to the loading dock area, but it can be utilized as a space to store things instead of leaving things in the office if the space is enclosed.
 - 2. Two options: one out of metal and one out of the wood and the metal is preferred because there is also a leak that can be fixed with metal bits.
 - 3. For the marketing area, two of the machines have been gone over by ITS, and they have recommended to replace the machines.
 - 4. Also, there is an increase to the current amount to replace the amount that was taken away in the past.
 - 5. For the printer, there is currently a Toshiba printer and it is not meant to do the marketing material that ASI is doing. If a printer meant for marketing material is used, we can do more in house production that will save money.
 - 1.) Betty asked if there were more than one quote for the enclosure.

- 2.) Gus answered that the quotes were on the old ED's office, but there can be updated quotes
- 3.) Dena said that the highest bid previously was \$10000, but since the price of steel has gone up, that quote will likely go up as well.
- 4.) Aaron wanted to clarify that the new computers were going to be for Andrew and Derick.
- 5.) Gus answered that Tony's is up to date.

c. The committee will discuss the proposal from the VP for Administration.

- i. Public Relations and Marketing Budget presented by Teady
 1. Wants to allocate a onetime \$3000 that can be used for both Fall and Spring semester.
 2. Currently no budgeted allocated for the commissioner
 3. Damarea said that it should be investigated more for why it was cut.
 4. Dena said that in the past, PRMC did not have a budget because the person in position before would be a part of events and their costs would come from that event.
 5. Aaron believes that there should not be a line in the budget because it depends on the person in the position at the time. Some years the budget is exhausted and some years it is not. It depends on the person
 6. Demarea says that it should be our responsibility to make sure that their budget is being used if it is added. ASI should make sure it employs people who will utilize the budget
- ii. University Times Budget presented by Teady
 1. Does not want to give \$4000 to the University Times because they are going to promote our election regardless
 2. Observed that when the UT restocks their newspapers, they take out a lot of newspapers that were not taken by students.
 3. Demarea agreed that \$3000 for running an article for the election is too much, and since it is also combined with the fact that not a lot of students read the newspaper, we can better utilize the expenses for better marketing displays and designs to students.
 4. Money can also be utilized to having promotional items at election events.
 5. Aaron wanted to clarify that the money is only going to be reallocated.

6. Gus said that we should keep in mind what platform we are going to use. The UT was meant to create a platform directly for students on campus when social media is more towards the general public

d. The committee will discuss the proposal from the Spirit Commissioner.

- i. Richard and Teady presented about Increasing the Budget
 1. Sister campus CSU Dominguez Hills has \$50,000 allocated towards large scale events while only \$450 is allocated currently.
 2. Want to add Eagle-Chela as an event
 3. Aaron asked how feedback will be received for the event so that the next Spirit Commissioner can improve on it.
 4. Richard answered that he wants to make it a template for the next Spirit Commissioner. To receive feedback from students, Richard said that he is looking into electronic surveys which are much better at receiving feedback. This information will then be sent to the Strategic Planning Committee.
 5. Damarea said that he wants school spirit to be gathered and celebrated at Cal State LA that makes Alums even want to come back.
 6. Aaron asked about the date of the event.
 7. Richard answered that the specific date would be April 23.
 8. Richard talked about starting his own committee comprised up of mainly students.
 9. Christopher J. asked if there was a way to establish a relationship with the Alumni Association so that there can be ways that Alumni can look forward to coming back to campus. Connect to the Alumni Association but still have the student committee.
 10. Richard said that there will be a lot of collaboration with other organizations
 11. Tu asked about how the committee will be filled.
 12. Richard said that he will be reaching out to the ones already involved and that he has contacted a few already.
 13. Damarea said that there have been discussions with CSI and ideas that the
 14. Betty said that there should be consultation from campus on the committee making sure someone is checking the details so that red flags are not raised

- 15. Richard said that there is currently staff in mind to sit on the committee
- 16. Christopher K. wanted to stress that collaborations are important for an event of this magnitude to make the event better.

II. Reports

- a. ASI Vice President for Finance: **Christopher Koo**
 - i. Labor of love
 - ii. Plans to begin the talks about RPPs with club funding.

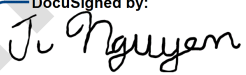
III. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Tu Nguyen			
Motion to adjourn at 1:10 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, October 25, 2019 in the SA 110. Consensus by the ASI Finance Committee on Friday, November 8, 2019.

Prepared by:

DocuSigned by:

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Tu Nguyen, ASI Vice Chair for Finance

DocuSigned by:

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David San, Secretary/Treasurer