



Date: Friday, August 28, 2020

Time: 12:00-2:00 pm

Location: Zoom

Attendees: Funding Sub-Committee, Special Public

Type of Meeting: General

I. Organizational Items

- a. Call to Order by Tu Nguyen, Vice Chair for Finance, at 12:00pm.
- b. Roll Call (Establishment of Quorum)

Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Kayla Misa	<i>Vice President for Finance</i>	Present
Diana Chavez	<i>ASI President</i>	Present
Alkapit Shukla	<i>Associate Chief Justice</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present
Jennifer Miller	<i>University Dean of Students Designee</i>	Present
Candice Varnado	<i>CSI Representative</i>	Excused tardy @ 12:03pm
John Tcheng	<i>CFO Designee</i>	Present
Amanda Tapia	<i>UAS Representative</i>	Excused absence
Han Nguyen	<i>USU Representative</i>	Excused absence
Guest of the Gallery	<i>Abel Gullien, Josue Montenegro, ASI ST Anna Nguyen, ASI B&E Rep. Jonathan Villagra,</i>	

c. Approval of the Agenda for Friday, August 28

Offered By:	Kayla Misa	Seconded by:	Diana Chavez
Motion to approve the Agenda for Friday, August 28, 2020.			
Discussion:			
1. Tu mentioned that for Action Item A, "Appoint a Vice Chair for the Funding Sub-Committee", it should be tabled for the next meeting.			
All in Favor	All	Opposed	None
Abstained	None	Motion: Passed	

d. Approval of the Minutes for Friday, March 6

Page 1 of 7

Funding Sub-Committee Meeting

Friday, August 28, 2020



Offered By:	Kayla Misa	Seconded by:			Diana Chavez	
Motion to approve the Agenda for Friday, March 6, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- II. Public Comment** – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or Cal State LA
- a. Tu mentioned that if anyone was interested in joining the Funding Sub-Committee, email him for more information.

III. Action Items

- a. Appoint a Vice Chair for the Funding Sub-Committee

Committee Questions/Discussion:

1. None:

Offered By:	Kayla Misa	Seconded by:	Diana Chavez			
Motion to table the motion to the next Funding Sub-Committee meeting on September 11.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- b. **American Society of Mechanical Engineers** – ASME Workshop –
September 4 – **\$400.71**

Club/Organization and event information present by representative

1. Workshop consisting of teaching students for building and testing project.
2. Working on competition called ICBS, and ASME wants to hold the workshops to bring students up to speed on what they're doing;
3. The representative shared his screen on what ASME is currently working on and what they're doing.

Page **2** of **7**

Funding Sub-Committee Meeting
Friday, August 28, 2020



4. Need a lot of tools and materials because they don't have access to their lab until further notice. The ideal situation is that they could receive some funding to continue building their parts and having workshops to continue to teach students.

Committee Questions/Discussion:

1. Diana asked that since it will be through Zoom, would one member be showing the robot at the event?
 - a. The representative answered that on their website, it has a list of workshops they are going to host to give new incoming students experiences for the programming and mechanical aspects of the vehicle. That way, for next semester if people can come to school, they can be more familiar with what to do using the information they learned at the workshops.
2. Tu talked about how ASI usually doesn't fund equipment. He listed the things he marked as equipment and said that the new total amount would be \$280.33.
 - a. Dena asked John that since ASI usually doesn't fund equipment, would it be possible for the equipment to be borrowed from the lab
 - b. The representative said that he talked to ASME's advisor for the lab and that the advisor doesn't have a say in going back in to the lab and that he would have to take a training that would take time. The advisor also said that there was no definite date on when they can enter the lab. The representative said they wanted to have the items on hand.
 - c. Candice says that if there is a time when they have to go to campus, it can only be 1 person and not a group.
 - d. Dena said that ASME could use the seed money they received for last semester to fund the equipment that ASI wouldn't fund.
 - e. The representative said they will check in with that.

Offered By:	Diana Chavez	Seconded by:	Kayla Misa
Motion to approve \$280.33 for American Society of Mechanical Engineers's ASME Workshop on September 4.			
Discussion: <ol style="list-style-type: none">1. The representative asked if the list of items could be repeated. Tu repeated the list of items deemed as equipment.			



All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
--------------	-----	---------	------	-----------	------	-----------------------

c. **American Society of Mechanical Engineers** – ASME Workshop –
September 11 – **\$503.46**

Club/Organization and event information present by representative

1. Want to get funding for parts to build their robot
2. Workshop is going to be about teaching students how to use Solidworks and Arduinos. Purchases could be used to create kits for students attending workshop

Committee Questions/Discussion:

1. Tu asked if the number of bolts and fasteners was accurate
 - a. The representative said that they need around 90 but they wanted to take into account any bolts that they might lose.
2. Tu said that for the equipment, the only thing he would classify as equipment would be the lead acid battery, bringing their total without equipment to \$464.05
 - a. The representative said that they added the lead acid battery charger in order to make sure that they wouldn't have to continue buying batteries. The representative believes that the battery charger should be considered to be coupled with the battery.
3. Tu said that he feels like they make a good point that if the battery charger is required for the lead acid battery to be used. Would be defined as an accessory to the battery.
4. Kayla agreed that we could fund it because it will be needed for the battery

Offered By:	Diana Chavez	Seconded by:	Kayla Misa			
Motion to approve \$503.46 for American Society of Mechanical Engineers's ASME Workshop on September 11.						
Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

IV. Informational Items

- a. Policy 226 - Funding Subcommittee Code of Procedures

Page **4** of **7**

Funding Sub-Committee Meeting

Friday, August 28, 2020



- i. The committee popcorn read through the policy.
 - 1. Tu asked Dena if the USU representative should be added to the list of members.
 - a. Dena answered that the USU should be and the Campus Affairs representative it should be the Civic Engagement Officer.
- b. Policy 204 – Funding Policy
 - i. The committee popcorn read through the policy.
- c. Policy 213 – Academic Student Organization Travel
 - i. Tu read through the policy.
- d. Policy 215 – Equipment Policy
 - i. Tu read through the policy for the committee
- e. ASI Direct Funding Guidelines
 - i. Kayla read through the policy for the committee
 - ii. Tu mentioned that it was last updated in 2001 so it will need to be updated.
 - iii. Tu pointed out important parts in order to save time.
 - iv. Dena mentioned that because of the times, ASI is not funding travel but we would be open to look funding conference fee provided it meets certain guidelines.
 - v. Kayla asked if for registration fees it would be on a case-to-case basis and if it will be updated in the guidelines.
 - vi. Dena said she would recommend adding a footnote to the policy to cover ourselves if we have an audit. It would also only be specified for during this time.
- f. Funding Workshop at the Organizational Development Courses (ODC) Report
 - i. Tu went through a presentation he made regarding the statistics of the ODC Funding Workshop
 - ii. Tu asked Candice some questions about the conclusion of the ODC.
 - iii. Tu mentioned that he would send a follow-up email regarding using Docusign and having the approved CSI event registration from for the initial submission
 - iv. Dena added that when the RPP is submitted, the club/organization would have to approve that ASI has the authority to submit and



deposit the check on behalf of the club/organization. Will be done since they can't come to campus, but something that would not be continued in the future.

V. Discussion Items

- a. Policy 204: Separating Policy from Procedure
 1. Tu went through all the documents and explained his workflow.
 - ii. Original Policy 204 with Comments
 - iii. Edited Funding Requirements and Procedure with Comments
 - iv. Edited Reimbursement Requirements and Procedure with Comments
 - v. Summary of Changes Excel Sheet

VI. Reports

- a. ASI Vice Chair for Finance: **Tu Nguyen**
- b. ASI Vice President for Finance: **Kayla Misa**

VII. Adjournment

Offered By:	Kayla Misa	Seconded by:	Diana Chavez			
Motion to adjourn the meeting at 1:57pm.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed



CERTIFICATION

Official Minutes taken for the **Funding Sub-Committee** of the Associated Students, Inc. Cal State LA held on Friday, August 28, 2020, through Zoom. Consensus by the ASI Funding Sub-Committee on Friday, September 11, 2020.

Prepared by:

Tu Nguyen, Chair for the Funding Sub-Committee

Anna Nguyen, Secretary/Treasurer