



Date: Friday, September 25, 2020

Time: 12:00-2:00 pm

Location: Zoom

Attendees: Funding Sub-Committee, Special Public

Type of Meeting: General

I. Organizational Items

- Call to Order by Tu Nguyen, Vice Chair for Finance, at 12:00pm.
- 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 |
| Brooke Mero | <i>Civic Engagement Officer</i> | Excused absence |
| | <i>BOD Member</i> | Present |
| | <i>BOD Member</i> | Present |
| Abel Gullien | <i>Student Committee Member</i> | Present |
| | <i>Student Committee Member</i> | Present |
| | <i>Student Committee Member</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</i> | Present and left at 12:47pmn |
| Candice Varnado | <i>CSI Representative</i> | Excused tardy @ 12:07pm and left at 12:44pm |
| John Tcheng | <i>CFO Designee</i> | Present and left at 12:34pm |
| Amanda Tapia | <i>UAS Representative</i> | Present and left at 1:04pm |
| Han Nguyen | <i>USU Representative</i> | Excused absence |
| Guest of the Gallery | <i>Emmanuel Okosisi, Kevin Ilejay, Maria G. Turrubiarres, Jonathan Monroy, Rebeca, Anthony Castillo, Sithyna Khuon, Kimberly Guido and Lena Tran</i> | |

c. Approval of the Agenda for Friday, September 25

Page 1 of 9

Funding Sub-Committee Meeting

Friday, September 25, 2020



| | | | | | | |
|--|--------------|--------------|--------------|-----------|------|----------------|
| Offered By: | Diana Chavez | Seconded by: | Abel Gullien | | | |
| Motion to approve the Agenda for Friday, September 25, 2020. | | | | | | |
| Discussion: | | | | | | |
| 1. None | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

d. **Approval of the Minutes for Friday, September 11, 2020**

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|---|--------------|--------------|--------------|-----------|------|----------------|
| Offered By: | Diana Chavez | Seconded by: | Abel Gullien | | | |
| Motion to approve the Minutes for Friday, September 11, 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. None

III. **Action Items**

- a. **Healthcare Leadership Association** – Comprehensive Exam Review – 10/10 & 10/17/20 – **\$200.00**

Club/organization and event information by a representative.

1. Advocates in Students learning in Health Care.
2. Mostly Specific for Business Students but is open for other students like Nursing and Health Care Majors.
3. It's a Very New Club in Campus.
4. The Event is to help prepare for an exam for master's in health care students.

Committee Questions/Discussion:

1. Tyler pointed out that ASI only funds 70 percent of funding for marketing items, so the total cost from ASI would be 140 dollars which is the correct information in HLA's funding request form.



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| Offered By: | Diana Chavez | Seconded by: | Kayla Misa | | | |
| Motion to approve \$140.00 for Healthcare Leadership Association's Comprehensive Exam Review on 10/10 & 10/17/20. | | | | | | |
| Discussion: | | | | | | |
| 1. Kevin said that this event will engage members to the club in health care and they would like to use marketing to spread word of this new club and to prepare for an exam for master's in health care students. | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

b. **Healthcare Leadership Association** – Toastmaster's Extravaganza – 10/27 – **\$599.28**

Club/organization and event information by a representative.

1. Advocates in Students learning in Health Care.
2. Mostly Specific for Business Students but is open for other students like Nursing and Health Care Majors.
3. It's a Very New Club in Campus.
4. How to prepare students for public speaking in the event.
5. Getting Alumni's for the event.
6. Teach students how to properly present.
7. They are giving our gift cards.

Committee Questions/Discussion:

1. Candice asked how the gift cards are being sent out?
 - a. It's going to be raffled off to all the students in the event.

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| Offered By: | Abel Gullien | Seconded by: | Diana Chavez |
| Motion to approve \$599.28 for Healthcare Leadership Association's Toastmaster's Extravaganza on 10/27. | | | |
| Discussion: 1. None | | | |

Page **3** of **9**
Funding Sub-Committee Meeting
Friday, September 25, 2020



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

c. **Healthcare Leadership Association** – HLA Mentorship Program – 9/26 –
\$954.00

Club/organization and event information by a representative.

1. Advocates in Students learning in Health Care.
2. Mostly Specific for Business Students but is open for other students like Nursing and Health Care Majors.
3. It's a Very New Club in Campus.
4. Emmanuel said this will help students with their college experience.

Committee Questions/Discussion:

1. Candice asked how the shirts will be sent out?
 - a. It's going to shipped off to the students and they will pay the shipping on themselves.
2. Tyler said that they need to include a sweatshop free form that says the shirts that they are paying before the event happens

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| Offered By: | Kayla Misa | Seconded by: | Diana Chavez | | | |
| Motion to approve \$785.00 for Healthcare Leadership Association's HLA Mentorship Program on 9/26. | | | | | | |
| Discussion: | | | | | | |
| 1. With a stipulation where the club needs to send in a sweatshop free form to ASI before the event in order to get full funding. | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

d. **Institute of Electrical and Electronics Engineers** – SWE 2020 – 11/2 - 11/13 –
\$1,950.00

Club/organization and event information by a representative.

1. IEEE is a club for STEM majors, especially for Electrical Engineers to help boost their skills and opportunities.
2. They are sponsoring about 26 students to go to the SWE conference.
3. The SWE conference is a popular and network heavy event to make students gather opportunities to get jobs and internships in the future.

Committee Questions/Discussion:

Page **4** of **9**

Funding Sub-Committee Meeting
Friday, September 25, 2020



1. Tyler asks the process of sponsoring?
 - a. Just for general information, gpa, resume and will just get 26 students for the event.
2. Kayla asked how they will promote the event?
 - a. Using discord, Instagram, and other social media platforms.
3. Tyler said that they need to include a sweatshop free form that says the shirts that they are paying before the event happens

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| Offered By: | Kayla Misa | Seconded by: | | | | Abel Gullien |
| Motion to approve \$1,950.00 for Institute of Electrical and Electronics Engineers's SWE Conference on 11/2 - 11/13 under the exception that ASI is funding conference/registration fees given the current situation of the pandemic. | | | | | | |
| Discussion: | | | | | | |
| 1. None | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

- e. **Institute of Electrical and Electronics Engineers** – SHPE 2020 – 10/26 - 10/31 – **\$1000.00**

Club/organization and event information by a representative.

1. IEEE is a club for STEM majors, especially for Electrical Engineers to help boost their skills and opportunities.
2. They are sponsoring half a ticket of this conference to as many students as they can get.
3. The SHPE conference is a popular and network heavy event to make students gather opportunities to get jobs and internships in the future.

Committee Questions/Discussion:

1. None.

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| Offered By: | Abel Gullien | Seconded by: | Diana Chavez |
| Motion to approve \$1000.00 for Institute of Electrical and Electronics Engineers's SHPE Conference on 10/26 - 10/31 under the exception that ASI is funding conference/registration fees given the current situation of the pandemic. | | | |
| Discussion: 1. Student tickets must be bought after ASI approval meeting. | | | |



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| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |
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f. **Professionals in Human Resources Association** – HR Certifications – 9/30 –
\$151.48

Club/organization and event information by a representative.

1. PHRA is a self-help club for students to help them in college and with their majors regarding human resources.
2. They are bringing awareness to HR certifications to many social worker students.
3. Also honoring a speaker of their club with a award.

Committee Questions/Discussion:

1. None.

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| Offered By: | Abel Gullien | Seconded by: | Kayla Misa | | | |
| Motion to approve \$151.48 for Professionals in Human Resources Association's HR Certifications on 9/30. | | | | | | |
| Discussion: 1. None | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

g. **Professionals in Human Resources Association** – Resume Building – 11/4 –
\$594.00

Club/organization and event information by a representative.

1. PHRA is a self-help club for students to help them in college and with their majors regarding human resources.
2. They are trying to help their students to build up their resume and overall give them tips and tricks.

Committee Questions/Discussion:

1. There was a mistake, it's 560 dollars for sashes because of ASI Policy, they will pay the difference

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| Offered By: | Abel Gullien | Seconded by: | Kayla Misa |
| Motion to approve \$560.00 for Professionals in Human Resources Association's Resume Building on 11/4. | | | |
| Discussion: | | | |

Page **6** of **9**

Funding Sub-Committee Meeting
Friday, September 25, 2020



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|--------------|-----|---------|------|-----------|------|-----------------------|
| 1. None | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

IV. Informational Items

- a. None.

V. Discussion Items

- a. Direct Funding Guidelines Formatting Update
- b. Policy from Procedure
 - i. Policy 204: **Funding Policy Original**
 - ii. **Edited Funding**
 - 1. Kayla mentioned about a change from the finance committee looking at overlooking club funding, changes might occur because it is very old policy
 - a. Dena clarified that the Vice President and Vice Chair basically have to overlook the club funding which makes the policy correct.
 - 2. Dena just clarified how only the fall and spring events are their own funding periods for ASI.
 - iii. **Edited Reimbursement**
 - 1. Tyler mentioned the basics of what's required to get reimbursement such as flyers as marketing.
 - 2. Alkapit asked if these two forms are from Policy 204
 - a. Tyler responded with yes.
- c. Minor Edits/Formatting Changes
 - i. **Policy 226**: Funding Sub-Committee Code of Procedures
 - ii. **Policy 213**: Academic Student Organization Travel
 - iii. **Policy 215**: Equipment Policy
- d. Overall Popcorn reading from the members to read the changes.
- e. Then the committee members were talking about how to change policy briefly.
- f. Also these Policy 204 changes were made to prepare clubs to properly understand the funding process better in next semester.
- g. We also mentioned about finance committee matters regarding housing funding for a college garden and compost area.

VI. Reports

- a. ASI Vice Chair for Finance: **Tu Nguyen**



- i. Get more clubs involved
- ii. Have more awareness that ASI is still funding for club and org events in this pandemic era.
- iii. Get more people in the committee.
- b. ASI Vice President for Finance: **Kayla Misa**
 - i. None.

VII. Adjournment

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| Offered By: | Abel Gullien | Seconded by: | Diana Chavez | | | |
| Motion to adjourn the meeting at 1:29pm. | | | | | | |
| 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, September 25, 2020, in the Zoom. Consensus by the ASI Funding Sub-Committee on Friday, September 25, 2020.

Prepared by:

Abel Guillen, Vice Chair for the Funding Sub-Committee

Anna Nguyen, Secretary/Treasurer