



Date: October 15, 2021

Time: 12:00-2:00 pm

Location: Zoom

Attendees: Finance Committee, General Public

Type of Meeting: General

**I. Organizational Items**

- a. Call to Order by Josue Montenegro, Vice President for Finance, at (12:03)
- b. Roll Call (Quorum Established)

Josue Montenegro	Vice President for Finance	Present
Alexandra Kurokawa	Vice Chair for Finance	Present
Diana Chavez	ASI President	Present
Angelina Gomez	VP for Administration	Present
Amber Beasley	VP for Academic Governance	Present
Analiz Marmolejo	VP for External Affairs & Advancement	Present
Anna Nguyen	Secretary Treasurer	Present
Andrew Klein	BOD Member	Present
	BOD Member	
	BOD Member	
	Student Committee Member	
	Student Committee Member	
	Student Committee Member	
	Student Committee Member	
Daniel Gonzalez	Associate Justice	Present
Betty Kennedy	University President Designee	Present
John Tchong	CFO Designee	Present
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Present
Guest of the Gallery		

**c. Approval of the Agenda for Friday, (October 15, 2021)**

Motioned By:	<b>Amber Beasley</b>	Seconded by:	<b>Alexandre Kurokawa</b>
Discussion: None			
All in Favor		Opposed	
		Abstained	
			<b>Motion: Consensus</b>

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**d. Approval of the Minutes for Friday, (October 8, 2021)**

Motioned By:	<b>Amber Beasley</b>	Seconded by:	<b>Alexandre Kurokawa</b>
Discussion: None			
All in Favor		Opposed	Abstained
			<b>Motion: Consensus</b>

**e. Approval of the Funding Committee Report for Friday, (September 24, 2021)**

Motioned By:	<b>Amber Beasley</b>	Seconded by:	<b>Alexandre Kurokawa</b>
Discussion: None			
All in Favor		Opposed	Abstained
			<b>Motion: Consensus</b>

- 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. Any public comments

**III. Information Items**

**IV. Discussion**

**V. Action Items**

**A. 3&9 Budget - The committee will take action on the 3&9 Budget.**

Dena to go over change:

In the area of technology. During pandemic we saw a change and questions came up: How do we sustain ourselves when we are remote? At last finance meeting we shared that in a meeting with IT all our systems are obsolete and tech services wouldn't even support them (older system), so we have to upgrade. Laptops are a new issue and need to be ordered for 3 full-time staff members. At 6 & 6 we will bring in a MacBook for graphics coordinator. We changed over our printer and was taken care of last year's budget. We are bringing in another one and trying to not print so much

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and scan our files will now become digital and we are working with tech to upload them all. 25038 instead of the 17 and change estimate. It reduces the reserve, and it comes out of the current operations by the amount of the increase. That way the only we had changed.

iPhone concerns in 3&9:

Daniel Gonzalez thinks that the iPhone allotment or budget could be used for DACA funding and that way it is more beneficial to students.

Dena:

One of the things to keep in mind and to make a note: We have an iPhone 10 our graphics and marketing team wants to attach videos to Instagram. We need to keep in mind it's not \$1500 just for the iPhone plus it's a \$65/monthly service fee for having unlimited texting or data. Difference of \$732 to go towards the upgrade of a phone that is 3 years old.

Josue:

Says that other foundations can come back and ask for more but overall, he does agree with Daniel.

Dena:

Wants to add, we can pass this 3 & 9 budget. Keep in mind that a lot of wireless companies are offering great deals and we can trade in our phone for a credit.

The dreamers can always come back and ask for additional funding. As of now they have not requested extra funding as of right now.

Diana:

Wants to continue to negotiate this and wait longer possibly carry this to the next semester. Possibly wait and have it from the 6&6.

Dena:

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The \$1500 is not for an iPhone and whether we keep the 10 we still pay the service fee.

Alexandre:

I feel like the iPhone is an unnecessary expenditure right now with the resources we currently have and can utilize.

Betty:

When you're doing budgeting, you can still have a placeholder. The money or budget can end up going elsewhere. There is no harm to leave this as a place holder but use the next semester to decide what we want to eventually spend this on. Knowing that we will be focusing on this within the next 3 months to make a decision about it. That way we have the fund in case we absolutely need one.

Josue:

There are specials going on now, getting that line of credit. Certain programs. How much are we really going to be on social media? Possibly even wait until the 9&3.

Diana:

Totally understands the need for social media presence. She personally has these inspiring ideas to do more videos and content, but she feels some of the committee members want us to wait. That we should only have this as a placeholder. Then once we assess current needs over time, like at the 6&6 then we could go ahead and make those final decisions to purchase or not. Once we repopulate the campus how will that work?

John:

The budget is a planning document and an estimate of future expenditures. Placeholdering the budget is a sound approach for opportune moments and to aid in contingencies due to margin to address immediate needs. He has a more recent version, and it tends to not work when he needs it to work and feels "technology is weird". Feels strongly that we should use this as a placeholder in case it doesn't work.

Diana: We will review this topic again at the 9 & 3.



Motion to approve the 3 & 9 budget:

Motioned By:	<b>Amber Beasley</b>	Seconded by:	<b>Andrew Klein</b>
Discussion: None			
All in Favor		Opposed	
		Abstained	
			<b>Motion: Consensus</b>

**B. Policy 201 – Finance Codes of Procedures – The committee will take action on suggested edits to the Finance Codes of Procedures**

Josue:

Lots of cleanup since ASI does not handle certain positions anymore. Can be found on the meeting website and was broken down last meeting.

Dena:

There were areas highlighted in yellow (last week's meeting) some changes have been made to the changes:

Barnaby to go over:

Adding the Associate Executive Director, this position in the job description is a member of the ASI committee so it formalizes that a bit more. Just a designation.

Next up, trying to identify in this digital age how to announce to student body, basically what we are doing. Publish = to publicly notify or any possible expenditures and that was just a suggestion that could be on our website or in e-mail. Just a recommendation.

Unsure of past practice or true meaning of posting minutes to the BOD and if someone can clarify this. Barnaby's suggestion is that if the intent is to get a report, the VPF will do a financial summary of the organization maybe once a month or every meeting.

Daniel:

A revision to add worth discussing: Article 2 section 2 at the beginning about quorum. We didn't bring up the fact that quorum should be changed to make the minimum amount of students smaller to avoid smaller majority of say, three (3) students passed an



action item. He feels quorum should be switched so a larger body can be engaged and involved to make the ending decision overall.

Dena:

During the bylaws meeting: Trying to establish a standard quorum used. Sept 24, 2021, we held a funding meeting. We needed 3 people to make quorum for that committee. We decided to fund a committee a little over \$2,000.

Finance committee is not the end-all-be-all.

Currently we only have 10 people sitting on this committee. Meaning you need at least 6 people to make quorum. Is that okay are okay with that in that particular case? Meaning all execs who sit on finance. This committee has 14 members if it was a full committee meaning we would need 8 people to make quorum. Bylaws is proposing you have a minimum set.

Amber:

Wants clarity. For all committees and not funding right?

Dena:

That is right.

Barnaby:

To further discuss details to Amber why we have quorum the way we are further deciding to hold it. Basically, we want to prevent there to be so few votes that committee cannot take action.

Josue:

Agrees that on the 24 the there should have been more members and that we have to honor the fact that clubs are requesting these funds according to policy and its our responsibility to basically show up and hear them out and disburse funds where appropriate. Asking if anyone wants to join in on the Sub-Funding Committee to grow it and make it bigger.

Dena:

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If funding committee is not able to make quorum, then we cannot hold the clubs accountable. We must reimburse the clubs or move all the requests to the finance committee.

Motion to approve Policy 201 :

Motioned By:	<b>Angelina Gomez</b>	Seconded by:	<b>Analiz Marmolejo</b>
Discussion: None			
All in Favor		Opposed	
		Abstained	
			<b>Motion: consensus</b>

#### A. Reports

- a. ASI Vice President for Finance: **Josue Montenegro- 3&9 has been approved we need to get approved in BOD he needs to refine, learn, and get the break down when it comes to Thursday he can properly present that. Still having one on ones and office hours on Tuesdays**
- b. ASI Vice Chair for Finance: **Alexandra Kurokawa – To meet with Josue next Monday (10/18/21) to better make a game plan to move forward with strategy. Help out clubs and to understand how to swiftly disburse funds to these organizations and see what else they possibly need. Upcoming funding workshop to help out with getting clubs and orgs registered and to complete the mandatory ASI funding workshop.**
- c. ASI Executive Director – Barnaby Peake - None

#### B. Adjournment

Motion to Adjourn (at 12:56pm):

Motioned By:	<b>Angelina Gomez</b>	Seconded by:	<b>Analiz Marmolejo</b>
Discussion: None			
All in Favor		Opposed	
		Abstained	
			<b>Motion: Census</b>

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**ASSOCIATED STUDENTS, INC.**  
5154 STATE UNIVERSITY DRIVE, ROOM 203  
LOS ANGELES, CA 90032

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**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, October 15, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, November 12, 2021.

Prepared by:

DocuSigned by:

*Alexandra Kurokawa*

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**Alexandra Kurokawa, Vice Chair for the Finance Committee**

DocuSigned by:

*Anna Nguyen*

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**Anna Nguyen, Secretary/Treasurer**