

**ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY FULLERTON, INC.**

Finance Committee MINUTES February 7, 2019

CALL TO ORDER

Maisune Abu-Elhajja, Chair, called the meeting to order at 1:15 p.m.

ROLL CALL

Members Present: Abu-Elhajja, Baker, Good, Neal, Quinones

Members Absent: None

Officers Present: Aldabazal, Lawrence, Torres

Officers Absent: None

Guests: Errold Alba, Brittany Cook,, Paola Delgado, Ayanna Delk Lewis, Patricia Ho, James Leassear, James Martinez, Kyle Snyder, Ariana Stewart, Joshua Taylor

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the bylaws, a member of the Committee who does not remain until the scheduled ending of the meeting (2:30 p.m.) is considered not to be in attendance.]

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the bylaws, a member of the Committee is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

APPROVAL OF AGENDA

The agenda was approved as presented. (Baker-m/Neal-s)

APPROVAL OF MINUTES

The minutes from the January 31, 2019 meeting were approved as presented. (Baker-m/Good-s)

PUBLIC SPEAKERS

None.

TIME CERTAIN

2019-20 ASI Budget Presentations – Councils

1:20pm Inter-Fraternity Council (IFC)

James Martinez, IFC President, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

Q: Why has the Council requested B-side funding for the first time?

A: In the past, the Council has not used all of its funds. This year, they expect to spend their funds and would also like to expand their program.

Q: Is the intention to use B-side 8077 (Travel) to send people from the chapters to conferences.

A: The chapters present to the Council about the conference they would like to attend, and they make a decision.

Q: Why has the Council requested \$8,000 for B-side 8074 (Contracts/Fees/Rentals)?

A: The goal is to plan a whole week event with the other Greek councils. It would be a new event held in the fall. Greek Week

Q: Would the B-side 8074 (Contracts/Fees/Rentals) be used to fund both of these events?

A: Yes

Q: There is an increase requested for 8074 (Travel). What has been established to encourage more students using the travel funds, and what barred students from traveling in the past?

A: Currently, \$500 has been allocated for each chapter for travel. The chapters do attend leadership conference, but they did not know that the Council was also a source of funding.

Q: What are some ideas for marketing?

A: The Council has strict rules for the individual chapters. The Council has not done much marketing. They hope to purchase flyers, t-shirts and other marketing efforts. There is no active recruitment outside of the individual chapters.

Q: The Council has stated that they set \$500 for each chapter, about \$4,000. Where did the original \$4,000 come from?

A: The funding came from the budget.

Q: What line item?

A: Not sure.

Q: Why is the Council now asking for funding in 8079 (Dues & Subscriptions) and 8084 (Insurance)?

A: The Council needs funding for event insurance. They would also like to fund different subscriptions, like a Google Suite account.

Q: In the presentation, the Council uses \$2,000 for scholarships. What is the source of funding?

A: Not sure.

1:35pm Panhellenic Council (PHC)

Ariana Stewart, PHC VP Finance, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

Q: Why did the amount for 8050 (Supplies) go from zero in 2018-19 to the requested \$10,000 for 2019-20?

A: There was an error in 2018-19 budget submission. They meant to request funding, but no amount was entered. They did request and received contingency funding of \$8,150.

Q: The Council has asked for an additional \$2,000 in supplies since there were 35 more women registered than anticipated. How would the additional funding be spent.

A: The Council has already budgeted to purchase an additional t-shirt for the participants. Their marketing strategy will move recruitment back one week. They will have open houses of the chapter houses during Welcome to CSUF Day. With the extra week, they will have more time to market themselves.

Q: What is the anticipated increase in women for next year?

A: There was an increase of 35 this year, but they do not know what the increase will be until the fall semester.

Q: Is the \$7,000 in supplies to pay for t-shirts?

A: About 400 women go through recruitment. They budget \$10/shirt. They also give the recruitment guides 4 shirts. The calculation came to about \$7,000.

- Q: Does the Council receive any funding outside of the ASI?
A: The Council does get head taxes from the chapters (\$10/person). They also receive register fees from recruitment.
- Q: How is this generated income spent?
A: They spend the funds on whatever ASI does not fund.
- Q: When someone joins a sorority, how much does the woman pay?
A: The cost depends on the chapter, but the Council only receives the \$10/person head tax.
- Q: How does the Council select the speaker that the ASI budget funds?
A: The Council has a programming person who works on finding the speaker. They look for a speaker that can present topics that are of interest to the women (advice on finance, alcohol awareness, etc.)
- Q: In the 2017-18 fiscal year, the Council spent \$2,150 in supplies (8050). What prompted the Council to give shirts to every women, and what is the importance?
A: They used the \$2,150 to buy extra shirts. They had purchased shirts in the previous fiscal year.

Abu-Elhaija called a recess at 1:51pm.

Abu-Elhaija recalled the meeting at 1:54pm.

1:50pm Black Student Union (BSU)

James Leassear, BSU External Vice President, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

- Q: The amount requested for a-side Travel (8077) has increased from \$4,500 in 2018-19 to \$15,000. Is that the reason why the amount for B-side Travel (8077) has reduced by \$3,800?
A: Yes.
- Q: What other conferences do the members attend that utilize B-side Travel (8077) funds?
A: There is one of their member clubs that attend regional conferences, and occasionally national conference. It is unknown how often they request travel funds.
- Q: What do the members request to be funded?
A: They request funding for food, events and t-shirts.
- Q: The Council has requested \$13,000 to fund travel to the ABC Conference for 52 students. How would the additional funding on a-side 8077 (Travel) be used?
A: They just found out the ABC Conference will be held at CSUF next year.
- Q: Since the Council will not need to travel to the ABC Conference, where is the need for funding needed?
A: The presenter has not been part of planning the conference and did not have an answer at this time.

Abu-Elhaija stated that the budget was submitted before the bid to host was granted. The Committee can discuss this later.

- Q: Would there be a change in the registration fees if the conference is hosted at CSUF?
- A: The conference fees would be the same; they just will not need the travel funds.

2:05pm Natural Sciences and Mathematics Inter-Club Council (NSMICC)

Brittany Cook, NSMICC Vice Chair, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

- Q: In the presentation, the amount requested for a-side 8074 (Contracts/Fees/Rentals) was \$10,000. The amount given to the Committee was \$11,000.
- A: Abu-Elhajia stated that the advisor approved a change to a-side 8074 (Contracts/Fees/Rentals) to \$10,000. The \$1,000 was added to B-side 8077 (Travel).
- Q: How many students are sent to conferences?
- A: Last year, 20 students, all active participants, were sent. This year, they are expecting the same number. They did not look at the numbers for previous years. There is a new club in the Council, so the number may increase.
- Q: How is the B-side 8074 (Contracts/Fees/Rentals) historically spent?
- A: This fiscal year, the funds are spent on food for club meetings. These meetings are held during dinnertime.

2:20pm Communications Inter-Club Council (CICC)

Paola Delgado, CICC Chair, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

- Q: How many people are required to attend the conference for PRSSA to maintain their membership?
- A: Not sure.
- Q: How much was available in B-side Travel (8077) in this fiscal year?
- A: There is about \$3,500 available. 3 clubs plan to request travel funds. Next year, PRSSA will be requesting funding since their conference will not be in one of the banned states.
- Q: If PRSSA had requested travel funding this year, would it have wiped out the line amount?
- A: Yes
- Q: The clubs received dues from their student members. Does the Council encourage their member clubs to use their own funds before they request funding from the Council?
- A: Yes. The clubs were encourage to cut back on their costs this year.
- Q: If 14 members from PRSSA were planning to attend their conference, it would seem like they would request about \$7,000 in travel funds, but the increase to B-side Travel (8077) is \$4,000. Is that enough?
- A: The Council speak with their clubs about funding. PRSSA does tell their members that funding is not guaranteed, but they find a way to make it work.

2:35pm Arts Inter-Club Council (AICC)

Patricia Ho, AICC Chair, and Ayanna Delk Lewis, AICC Vice Chair, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

- Q: Why had spending in the 2016-17 fiscal year decreased?

A: The clubs were not requesting or not realizing that the funds were available. The following year, the Council tried to spend more of their funds.

Q: How much of the travel budget been spent this year?

A: They have used more than half of their budget. They are on track to spend the full amount.

Q: On the submission form, the Council requested an increase to their student leadership award. Why was this not included in the presentation?

A: For the presentation, they were informed not to include that information. They had discussions within their board. The decision was to distribute the award evenly among their leaders.

Abu-Elhaija stated that the student leadership awards are determined by policy and Financial Aid. The line item was not supposed to be on the Wufoo form. It depends on the Council's constitution how to distribute the awards.

Q: Is there enough in B-side Travel (8077) to cover registration fees?

A: They are still voting on it as a Council.

Q: How many people were went to conferences?

A: There were 6 requests. They send no more than 20 people. The members attend smaller conferences that are near.

Q: How many clubs have been added to the Council?

A: Two clubs have been added this year.

Abu-Elhaija called a recess at 2:47pm.

Abu-Elhaija recalled the meeting at 2:52pm.

2:50pm Engineering & Computer Science Inter-Club Council (ECSICC)

Kyle Snyder, ECSICC Chair, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

Q: How many clubs have been added to the Council?

A: This year, they have added 5 new clubs, but they lost a couple.

Q: The presentation showed that \$38,000 of the \$60,000 allocated has been spent. How much more is expected to be spent this year.

A: The chart has not been updated. They have allocated about \$54,000.

Q: Has the Council promoted anything on campus?

A: The events of choice are mini competitions or technical workshops. They reach out to the ECS students for the competitions. For the workshops, they extend invitations to other colleges since there are technical skills to learn.

3:05pm Resident Student Association (RSA)

Errold Alba, RSA Treasurer, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

Q: With the construction in Housing and the decrease in RA's, how will the budget be affected?

A: The Housing team has decided to wait another year to do construction.

Q: What marketing and outreach has been done to the rest of the campus?

A: They do advertise to the housing community, but events are open to all students. They do not know how to advertise to others. They do get help advertising their events, like the LGBTQ Resource Center.

Q: What is the amount that is received from the MicroFridge fees?

A: The amount is different every year. There are less students opting for it, so they are getting less money.

Q: Are there any other sources of funding for the Council?

A: No.

3:20pm Business Inter-Club Council (BICC)

Joshua Taylor, BICC Treasurer, presented the 2019-20 budget request.

Questions from Members and Responses from Council:

Q: How much is the Council requesting for the keynote speaker?

A: In the past, they have budgeted \$10,000 for the speaker and the related travel expenses. They have found that the lowest amount for most speakers is \$10,000 plus their related travel costs. They have requested an additional \$2,000 to pay for the speaker's travel expenses.

Q: In 2017-18, why was B-side Contracts/Fees/Rentals (8074) higher than in the previous year?

A: They requested a line item transfer from their B-side Travel (8077) to B-side Contracts/Fees/Rentals (8074) since they had not spent much in travel.

Q: In 2017-18, the Council only expended about \$2,900 in B-side Travel (8077). What are the plans for the increase requested for the 2019-20 fiscal year?

A: The 2017-18 fiscal year was rare, and they do not know why the amount spent was so low. In the past, they have spent \$13,000-\$19,000. There are 8 or 9 clubs that are interested in travel; some on multiple trips.

Q: How much has been spent in B-side Travel (8077) this year?

A: They have spent about \$2,400. Three clubs traveled last semester. 10 organizations are interested in traveling this semester.

Q: How many clubs have been added to the Council this year?

A: There have been two clubs that have been added.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

REPORTS

a. Director of Financial Services

Lawrence congratulated the members on their first day of budget presentations. There were some discrepancies noted on the budget proposal summaries. The pages will be updated and sent to the members. If there are any questions about the budget process, contact Abu-Elhaija or him.

b. Chair

Abu-Elhaija reported the following:

- 1) There will be eight more presentations next week. The meeting will be longer than normal, but it will not be as long as this week's meeting.
- 2) Budget deliberations will be done on February 28.

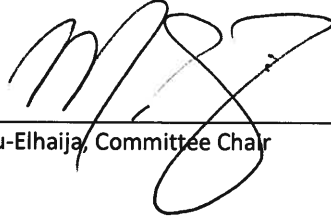
Aldazabal thanked the team for their hard work.

**ANNOUNCEMENTS/
MEMBERS' PRIVILEGE**

None.

ADJOURNMENT

The meeting was adjourned at 3:35 p.m.



Maisune Abu-Elhajja, Committee Chair



Deserita Ohtomo, Recording Secretary