



Minutes

Finance Committee

Thu February 10th, 2022

1:15pm - 2:30pm PST

ASI Boardroom - Titan Student Union

In Attendance

1. **Call to Order**

Christopher Carlsen, called the meeting to order at 1:17 p.m.

2. **Roll Call**

Members Present: Arnwine, Carlsen, Diaz, San Gabriel

Members Absent:

Liaisons Present: Nettles

Liaisons Absent: Chammas (E), Mitchell (E)

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

Decision: EXCUSALS:

(San Gabriel-m/Diaz-s) The absences for Chammas and Mitchell for University Business were excused by unanimous consent.

Mitchell arrived at 1:26 pm.

3. Approval of Agenda

Decision: (San Gabriel-m/Arnwine-s) The agenda was approved by unanimous consent.

4. Approval of Minutes

Decision: (Diaz-m/San Gabriel-s) The November 18, 2021 Finance Committee meeting minutes were approved by unanimous consent.

a. **01/27/2022 Finance Committee Minutes**

5. Public Speakers

Members of the public may address Finance Committee members on any item appearing on this posted agenda.

There were no public speakers.

6. Reports

a. **Chair**

Carlsen, Chair, had no report to share.

Carlsen yielded the floor to Nettles.

b. **Director, Student Government**

Nettles, Director of Student Government, welcomed everyone back to campus.

Nettles reminded that scholarship applications are open on the Campus website and close March 11th.

Nettles shared the changes to the Student Scholarship Application Process and how those changes create an application that is easier to submit, navigate and grade.

Next Wednesday, February 16, 2022, at 5 pm the application for Elections Candidacy closes and encouraged members to ask people they know who have expressed interest to apply. Nettles emphasized the importance of submitting an application sooner rather than later.

Nettles stated after closing they will begin their usual activities including orientation and meeting the candidates.

Nettles asked the members to let her know if they have issues or questions concerning accessing the Board/leadership office spaces in the TSU.

7. **Unfinished Business**

None

There is no unfinished business.

8. **New Business**

a. **Action: Line-Item Transfer - Business Interclub Council**

- i. **The Committee will consider approval of a line-item transfer of \$3,500 from 033B-8077 Travel to 033B-8074 Contract, Fees and Rentals. FIN 006 21/22 (Arnwine-m/Diaz-s) A motion was made and seconded to approve a resolution approving a line item transfer of \$3,500 from 033B-8077 Travel to 033B-8074 Contracts, Fees and Rentals for BICC.**

Carlsen shared that it is not uncommon for this ICC to request large fund transfers in the spring semester.

Carlsen yielded the floor to Nettles.

Nettles shared information on the Line-Item transfer process and requirements to familiarize the Committee.

Carlsen opened the floor to questions.

Diaz asked to confirm if all the ICC is doing is moving money from Travel to Contracts Fees and Rentals. Carlsen confirmed.

Carlsen opened the floor to discussion. There were no points of discussion.

Carlsen asked if there were any objections to moving to a roll call vote. There were no objections.

**Decision: FIN 006 21/22 (Arnwine-m/Diaz-s) Roll Call
Vote: 4-0-0 The motion to approve the resolution approving a line-item transfer of \$3,500 from 033B-8077 Travel to 033B-8074 Contracts, Fees and Rentals for BICC has been adopted.**

b. Discussion: ASI Budget Training

Carlsen yielded the floor to Nettles to review the training on the ASI Budget composition and process. Nettles reviewed the current budget on the asi.fullerton.edu website. She indicated the Committee will receive more indepth training at the next meeting.

i. The Committee will receive training on the ASI Budget composition and process.

Nettles shared information on the current ASI Budget.

Nettles stated that ASI will document every dollar that is expected to be received and the amount expected to be expended.

Nettles reviewed line items for expenses. She reviewed changes to some line items. The changes will go into effect with corporate accounts. The changes will not affect council accounts for this upcoming budget term. Training will be provided to councils over the summer.

Nettles opened the floor to questions.

Carlsen asked for an explanation regarding changes to the Daily Titan.

Nettles explained the changes again and noted specifically an adjustment to charges for promotional items. Nettles stated that gift items will also be on their own line item and said this would be used in the instance of appreciation gifts or give away prizes.

Carlsen asked for additional clarification around Travel.

Nettles explained that several items were consolidated into the Travel line item. With the implementation of the changes, specific expenses will now have their own line items. Items like student game travel, teacher retreats, or various meals will all have their own line. Nettles shared that fund managers are being encouraged to share their projections will be for income, including fundraising revenue.

Nettles encouraged the members to review the budget online as a resource to refer to over the next couple of weeks.

Carlsen asked whether or not the process will be more efficient.

Nettles confirmed and shared an example to illustrate further.

Carlsen opened the floor to discussion.

Carlsen seconded Nettles' recommendation to review the budget since they will be approving the new budget for next year.

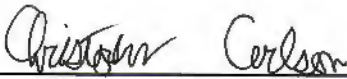
Nettles reminded the committee they will be receiving new information and training materials at their next meeting.

9. Announcements/Member's Privilege

Mitchell shared that athletics has a new softball and baseball center and encouraged members to go check it out.

10. Adjournment

Christopher Carlsen, Chair, adjourned the meeting at 1:45 p.m.



Christopher Carlsen, Finance Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

02/10/2022 FINANCE Committee Roll Call

Attendance	Board Members		
		Present	Absent
HSS	ARNWINE	MARCUS	1
SECRETARY (ARTS)	DIAZ	MORGAN	1
HSS	SAN GABRIEL	HANNAH	1
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1
		Present	Absent
		4	0

Attendance	LIAISONS			
			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY		1
PRESIDENT	MITCHELL	JOSHUA		1
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			1	2

*Recording Secretary: Crystal Washington
 Josh arrived at 1:26 pm

ACTION ITEMS:

Roll Call Votes	start 006	006 - Line Item Transfer		
		Yes	No	Abstain
HSS	ARNWINE	MARCUS	1	
SECRETARY (ARTS)	DIAZ	MORGAN	1	
HSS	SAN GABRIEL	HANNAH	1	
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1	
			Yes	No
			4	0
				Abstain
				0



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION APPROVING A LINE-ITEM TRANSFER – BUSINESS INTERCLUB COUNCIL

Sponsors: Christopher Carlsen

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, per policy, any line-item transfer to or from a funded or funding organization's travel line item in excess of \$1,000 must be approved by the Finance Committee; and

WHEREAS, Business Interclub Council has requested a line-item transfer of \$3,500 from 033B-8077: Travel to 033B to 8074: Contracts, Fees, and Rentals; and

WHEREAS, Business Interclub Council have spent 65% of their 8074 line-item allocation to date and would like to ensure adequate funds to cover club programming for the remainder of the academic year; therefore let it be

RESOLVED, ASI approves the line-item transfer request for Business Interclub Council to \$3,500 from 033B-8077: Travel to 033B-8074: Contracts, Fees, and Rentals; and let it be finally

RESOLVED, that this Resolution be distributed to applicable ASI departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the DATE day of MONTH in the year two thousand and twenty-one.

Mary Chammas
Chair, Board of Directors

Morgan Diaz
Secretary, Board of Directors