





Minutes

Finance Committee

 Thu April 21st, 2022

 1:15pm - 2:30pm PDT

 ASI Boardroom - Titan Student Union

 **In Attendance**

1. **Call to Order**

Christopher Carlsen, called the meeting to order at 1:19 pm.

2. **Roll Call**

Members Present: Carlsen, Diaz, San Gabriel

Members Absent: Arnwine, Santana

Liaisons Present: Chammas, Mitchell, Nettles

Liaisons Absent:

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.

3. **Approval of Agenda**

Carlsen said they would be adding an Action Item to approve an AICA expense over \$5,000. The new item will be noted as New Business item 8.b. and the Information Item on Policy Updates will subsequently be item 8.c.

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

4. **Approval of Minutes**

Decision: (Diaz-m/San Gabriel-s) The April 7, 2022 Finance Committee meeting minutes were approved by unanimous consent.

a. **04/07/2022 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 but expressed his gratitude for serving the Committee this year.

b. **Director, Student Government**

Carlsen yielded the floor to Nettles.

Nettles, Director of Student Government, reminded members of Scholarship grading and Earth Week events.

Nettles provided updates on the Year End Banquet.

7. **Unfinished Business**

None

There was no unfinished business.

8. **New Business**

a. **Action: Contingency Request from NPHC for Omega Psi Phi for \$2,875**

The committee will consider a contingency request from NPHC for Omega Psi Phi for \$2,875.

FIN 010 21/22 (San Gabriel-m/Diaz-s) A motion was made and seconded to approve the Contingency Request from NPHC for Omega Psi Phi for \$2,875.

Carlsen yielded to Nettles to share updates.

Nettles shared details on the request.

Carlsen yielded the floor to Elston Lewis to share more information on his Chapter and the Yard show event.

Lewis shared information on the history of the Yard Show and how it will be returning with its 18th Annual Event. He shared this will be a multicultural event for the campus. A copy of the presentation is an attachment to the minutes.

Lewis shared the significance of the Yard Show for him to connect with his community on campus.

Lewis provided funding breakdowns.

Carlsen opened the floor to questions for Nettles or Lewis.

San Gabriel asked where is the Yard Show being held.

Lewis informed the committee the Yard Show will be held on Tuffy Lawn on Friday, May 6th, and will begin at 5:00 pm.

Carlsen asked if in the past whether or not they had 200 attendees, since they're using that as their estimate.

Lewis responded that in the past they usually had around 200 participants from multiple campuses.

Mitchell asked if they have a record of their budget.

Lewis said they receive funding through NPHC and they did not have a budget when they requested funding.

Carlsen opened the floor to comments.

Chammas voiced support for the request and program.

Mitchell said the request falls in line with their resolution and believes this is a good opportunity to help a program that needs additional assistance that they can provide with the variance they had from the budget.

Carlsen seconded Mitchell's statement.

Carlsen asked if there were any objections to moving to a roll call vote to approve the contingency request for Omega Psi Phi for \$2,857.00. There were no objections.

Decision: FIN 010 21/22 (San Gabriel-m/Diaz-s) Roll Call Vote: 3-0-0 The motion to approve the Contingency Request from NPHC for Omega Psi Phi for \$2,875 was adopted.

b. Action: Resolution to approve an Expense over \$5,000 for Association for InterCultural Awareness (AICA)

The Committee will consider approving a resolution to approve an expense over \$5,000 for AICA.

FIN 011 21/22 (San Gabriel-m/Diaz-s) A motion was made and seconded to approve the resolution to approve an expenditure request over \$5,000 for AICA.

Carlsen yielded to Nettles to review.

Nettles reviewed the policy requirements regarding approving a request of this size.

The request is for the Indian Student Association's facility rental request for their cultural event. The funds are coming from AICA's budget and the request has been approved by the AICA board.

Carlsen opened the floor to questions.

Diaz asked what they are approving.

Nettles provided clarification on what is being approved.

Carlsen opened the floor to discussion.

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

Decision: FIN 011 21/22 (San Gabriel-m/Diaz-s) 3-0-0 The motion to approve the resolution approving an expenditure request over \$5,000 for AICA/Indian Student Association was adopted.

c. Information: Update to Policy Concerning Student Leader Financial Awards

The Committee will receive an update on changes to ASI Policy Concerning Student Leader Financial Awards.

The Committee will receive an update on changes to ASI Policy Concerning Student Leader Financial Awards.

Carlsen yielded to Nettles to review.

Nettles shared information on the ASI Policy concerning Student Leader Financial Awards.

Nettles shared that there will be no budget changes with the policy updates.

Carlsen opened the floor to questions. There were no questions.

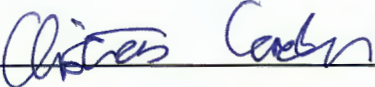
9. Announcements/Member's Privilege

Nettles applauded the members for their work and growth over the year.

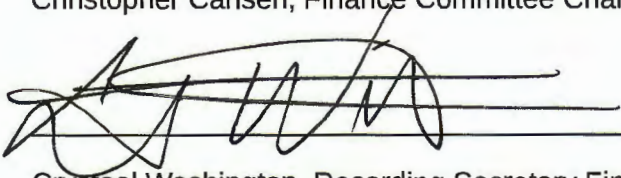
Chammas applauded Carlsen for his work as the Finance Chair.

10. Adjournment

Christopher Carlsen, Chair, adjourned the meeting at 1:40 p.m.

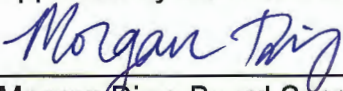


Christopher Carlsen, Finance Committee Chair

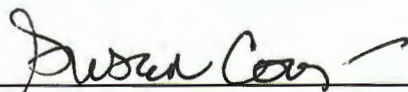


Crystaal Washington, Recording Secretary Finance

Approved by the Board of Directors: 05/03/2022



Morgan Diaz, Board Secretary



Susan Collins, Recording Secretary

Roll Call 2021-2022

04/21/2022 FINANCE Committee Roll Call

Attendance			Board Members	
			Present	Absent
HSS	ARNWINE	MARCUS		1
SECRETARY (ARTS)	DIAZ	MORGAN	1	
HSS	SAN GABRIEL	HANNAH	1	
COMM	SANTANA	TORI		1
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1	
			Present	Absent
			3	2

Attendance	LIAISONS			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY		1	
PRESIDENT	MITCHELL	JOSHUA		1	
DIR SG	NETTLES	ASHA		1	
				Present	Absent
				3	0

*Recording Secretary: Crystaal Washington

ACTION ITEMS:

Roll Call Votes	Start 010		010 - AICA Expense over \$5k			011 - Contingency Omega Psi Phi		
			Yes	No	Abstain	Yes	No	Abstain
HSS	ARNWINE	MARCUS	Absent					
SECRETARY (ARTS)	DIAZ	MORGAN	1			1		
HSS	SAN GABRIEL	HANNAH	1			1		
COMM	SANTANA	TORI	Absent					
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			3	0	0	3	0	0

18th Annual

Yardshow BBQ
Funding Proposal

By: Elston Lewis
Representative of Omega
Psi Phi, Phi Lambda Chapter



About the Yardshow

- Yardshow began in 2002, this years will represent the return of our chapter as an active chapter in the fraternity since the pandemic.
- Includes a step show from various Diving 9 organization and latinX orgs
- Food Provided
- Inclusivity



Significance

- Community Builder
- Increase membership in D9/Cultural organizations



Structure

Performance Time	Organization
5:45 p.m.	ΣΛΒ International Fraternity Incorporated
6:00 p.m.	ΛΘΑ Latin Sorority Incorporated
6:15 p.m.	ΛΘΦ Latin Fraternity Incorporated
6:30 p.m. - 6:40 p.m.	Intermission
6:40 p.m.	ΣΓΡ Sorority Incorporated
7:00 p.m.	ZΦΒ Sorority Incorporated
7:20 p.m.	ΦΒΣ Fraternity Incorporated
7:40 p.m - 7:50 p.m.	Intermission
7:50 p.m.	ΚΑΨ Fraternity Incorporated
8:10 p.m.	ΑΚΑ Sorority Incorporated
8:30 p.m.	ΑΦΑ Fraternity Incorporated
8:50 p.m.	ΔΣΘ Sorority Incorporated
9:10 p.m. - 9:25 p.m.	Intermission
9:25 p.m.	ΩΨΦ Fraternity Incorporated - ΦΛChapter



Funding breakdown

Item	Projected Cost
5 Rolls of Purple Tape	\$20.00
Solar Generator with Light Towers	Provided by us
Food for 200 attendees	\$2725.00
Tables	\$0.00
Trash Cans	\$130.00
DJ equipment	Provided by us
Total	\$2875.00



Invoice/Pricing

Invoice summary

Meal : The Big Simple **\$2,600.00**
(\$13.00 ea.) x 200
Simple Burgers + Fries

(Burgers Discounted \$-2 each)

Service Fee **\$125.00**

Travel Fee **\$0.00**
WAIVED

Subtotal **\$2,725.00**

Total Due **\$2,725.00**

[Duck](#)

Duck Brand 1.88 in. x 20 yd. Violet Colored Duct Tape

★★★★★ (4.9) [696 reviews](#)

\$3.88 ~~\$4.99~~ ⓘ

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Aisle F24

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*Thank
you!*

Questions?



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A Resolution Approving an Expenditure Request Over \$5,000: Indian Student Association

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 policy¹, any funding provided to students or student organizations in excess of \$5,000 for a single expense must be approved by the Finance Committee; and

WHEREAS, the Association for InterCultural Awareness has approved Indian Student Association's funding request which includes a facility rental totaling \$8,685 for their Culture Show and therefore let it be

RESOVLED, ASI approves the expenditure request for the facility rental for Indian Student Association; and let it be

RESOLVED that this Resolution be distributed to the ASI Executive Director and applicable ASI Departments.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the third day of May in the year two thousand twenty-two.

Mary Chammas
Chair, Board of Directors

Morgan Diaz
Secretary, Board of Directors

¹ <https://asi.fullerton.edu/wp-content/uploads/ASI-Policy-Concerning-Funding-Provided-to-Students-and-Student-Organizations.pdf>

Financial Proposal and Allocation Request Form

Program/Event Name: Culture Show
Organization Name: Indian Student Association
Date: Saturday, May 14th, 2022
Time: doors open 5:30 PM
Location: Hope International University

Budget Line and Name		Amount
8074	Contracts, Fees, and Rentals	\$9,985.00
8077	Travel	\$0
	Total:	\$9,985.00

Dispersal Outline: Items for which you request funding must comply with AICA By-Laws and the ASI Financial Handbook.

Vendor	Amount
Hope International University	\$8,685
RRB Dance Company	\$500

I understand that I must comply with all funding regulations as listed in the funding organization's by-laws. I understand that it is my responsibility to meet with and communicate with the AICA Vice Chair throughout the funding process. I understand that the funds shall not be transferred to my organization's account and that all payments are for the requested goods and services. I understand that all monies allocated are to be coordinated with the AICA Vice Chair and failure to complete all necessary requirements can result in a denial of funding payment.

Yash Shah
Name of Representative (Printed)


Signature of Representative

(909) 331-5692
Representative's Phone Number

3/23/2022
Date (MM/DD/YYYY)

<i>For AICA Vice Chair Use Only</i>		
Finance Committee Date: 4/07	Approved: 4/07	Denied:
General Council Date:	Approved:	Denied:

Updated: September 2021

1. What type of program or event does your group want to host? (e.g., panel discussion, film screening, speaker, conference, symposium, performance, cultural show, etc.)

ISA wants to host a culture show where we will showcase dances, music and other art forms displaying various aspects of Indian culture.

2. Please provide the date, time, and location of the program or event.

Date: Saturday, May 14th, 2022

Time: 5:30 pm

Location: Hope International University

3. Please provide the total amount you are requesting from AICA.

Total amount: \$9,985.00

4. Please list your organization's leadership/executive board.

Position:	Name:	Email:	Phone:
President	Dimitra Doiphode	dimitradoiphode@csu.fullerton.edu	(714) 656-7192
Vice President	Ramkashyap Kota	ramkashyapkota@csu.fullerton.edu	(949) 537-1312
Finance Chair	Yash Shah	ykshah001@csu.fullerton.edu	(909) 331-5692
Events Director	Paavan Valand	pvaland@csu.fullerton.edu	(714) 924-2670
Events Coordinator	Vineet Kumar	vineetkmr72@gmail.com	(714) 206-5678
Marketing Coordinator 1	Rishi Idnani	rlakers24@csu.fullerton.edu	(909) 348-2407
Marketing Coordinator 2	Riya Ursani	riyaursani@gmail.com	(424) 241-8931
Student Representative	Sayali Kanitkar	skanitkar45@gmail.com	(657) 219-7843

5. What is the budget for the program or event?

Item and Quantity	AICA Requested Amount	Indian Student Association Contribution	Total
Venue	\$8685.00	\$0.00	\$8685.00
Insurance	\$400.00	\$0.00	\$400.00
Brochures	\$400.00	\$0.00	\$400.00
Intermission Food	\$0.00	\$1000.00	\$1000.00
Performances	\$0.00	\$500.00	\$500.00
Napkins/Plates/Utensils	\$0.00	\$500.00	\$500.00
Dance Coaches	\$500.00	\$0	\$500.00
Marketing Material	0.00	\$1000.00	\$1000.00
Total:	\$9,985.00	\$3,000.00	\$12,985.00

6. Vendor Quote Sheet: Complete this section with vendor name, vendor phone number or email, item and quantity, and quoted price.

Vendor Name	Vendor Phone Number/Email	Item and Quantity	Quoted Price (per unit) and Grand Total
Hope International University	Christopher Mathaga ckmathaga@hiu.edu 714.879.3901	Venue (1)	\$9085
RRB Dance Company	Rajat Rocky Batta (855) 631-1221	Performance (1)	\$500

Updated: September 2021



Additional Documentation and Information

Please attach the following documents to your proposal:

- Facility Reservation Confirmation (if in-person program or event)
- Marketing material with ASI logo

AICA Executive Board and Advisors Contact Information:

- Chair | aica@fullerton.edu | TSU-271
- Vice Chair | asiaicavicechair@fullerton.edu | TSU-271
- Diversity Coordinator | asiaicadiversity@fullerton.edu | TSU-271
- Events Coordinator | asiaicaevents@fullerton.edu | TSU-271
- Austin Ysais, AICA Advisor | aysais@fullerton.edu | (657) 278-8464 | TSU-267
- Rika Yano, AICA Advisor | zz-ryano@fullerton.edu | (657) 278-7736 | TSU-268

COST PROPOSAL

Description	Event Description	Requested Proposed Rehearsal Date	Requested proposed hours	Total Hours	Hourly Rate	HIU 4 hour minimum Rate	Additional Hours after 4 hrs	Total
4/29/2022	Rehearsal Day							
Hope Auditorium	Set up + Full Show Rehearsal	4/29/22 (Friday)	11am - 3pm	4		\$ 2,500.00		\$ 2,500.00
Hope Auditorium	Performance	4/29/22 (Friday)	3pm - 9pm	6		\$ 375.00		\$ 2,250.00
3 Changing Rooms	Rehearsal	4/29/22 (Friday)	11am - 10pm	11			\$ -	\$ -
Add. Changing room	Classroom	4/29/22 (Friday)	11am - 10pm	11				\$ 275.00
A2	Rehearsals	4/29/22 (Friday)	11am- 3pm	4	\$ 30.00			\$ 120.00
L2	Rehearsals	4/29/22 (Friday)	11am- 3pm	4	\$ 30.00			\$ 120.00
A2	Rehearsals	4/29/22 (Friday)	5pm- 10:30pm	5.5	\$ 30.00			\$ 165.00
L2	Rehearsals	4/29/22 (Friday)	5pm- 10:30pm	5.5	\$ 30.00			\$ 165.00
A1 (Sound Engineer)	Rehearsals	4/29/22 (Friday)	Full Day Flat Rate					\$ 850.00
L1 (Light Engineer) + Light Design	Final Rehearsals	4/29/22 (Friday)	Full Day Flat Rate					\$ 850.00
ADDITIONS - LABOR								
Light weight rigging		4/29/22 (Friday)						\$ 250.00
Camera Operator		4/29/22 (Friday)	6pm -10pm	4	\$ 30.00			\$ 120.00
Custodial services	Supplies and Clean up	4/29/22 (Friday)	6pm to 11:30pm					\$ 220.00
Custodial Services	DayPorter and service	4/29/22 (Friday)	6pm to 10pm	4	\$ 75.00			\$ 300.00
Security	Performance	4/29/22 (Friday)	6pm -10pm	4	\$ 50.00			\$ 200.00
RENTALS								
Color Kinetic Color Blaze (4 minimum)								\$ 300.00
							TOTAL	\$ 8,685.00

Please sign Here to accept the cost Proposal

Name:

Date:

Signature: