ASSOCIATED STUDENTS INC
CALIFORNIA STATE UNIVERSITY, FULLERTON™

Finance Committee
Thu Oct 24, 2024 1:15 PM - 2:30 PM PDT

1. Call to Order

Samantha Ngo, Chair, called the meeting to order at 1:18 pm

2. Roll Call

Members Present: Garibay, Her, Jain, Ngo, Quock

Members Absent: None

Liaisons Present: Hesgard, J. Morales, Daga

Liaisons Absent: None

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

(Jain-m/Her-s) The motion to amend the agenda to postpone items 8.b Resolution to Approve the Children's Center Facility User Fees, 8.c Resolution to Approve the Student Recreation Center Facility User Fees, and 8.d Resolution to Approve the Titan Student Union Facility User Fees to a future meeting was approved by unanimous consent.

> **(Jain-m / Her-s) The amended Agenda was approved by unanimous consent.**

4. Approval of Minutes

a. 10/10/2024 Finance Committee Meeting Minutes

> **(Her-m / Jain-s) The October 10, 2024, Meeting Minutes were approved by unanimous consent.**

5. Public Speakers

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

None

6. Reports

a. Chair

Ngo, Chair, expressed appreciation for everyone's engagement in approving the one-time increase to ASI scholarships, highlighting the constructive discussions held both in the Finance Committee and the recent Board meeting. She acknowledged the diverse perspectives shared, which contributed to a deeper understanding of the resolution and expressed satisfaction with the final decision.

b. Director of Student Government

Hesgard, Director of Student Government, complimented the Board's effective advocacy and collaboration in achieving a solid compromise on the recent ASI scholarship resolution, highlighting the committee's role in its development.

She thanked everyone for their participation in recent events, including Titans Turnout, where over 400 students registered to vote.

Hesgard reported 392 completed scholarship applications and reminded the group of upcoming sessions for evaluating these applications.

She also reminded members of the "Fall in Love with Fullerton" event on Saturday, the Behind the Ballot event with Van Jones, and the Pop-Up Pantry in late November.

7. Unfinished Business

a. None

8. New Business

a. Action: Resolution Approving a Contingency Request from Afghan Student Association

The Committee will consider approving an ASI Resolution approving a contingency request for $4,500 for the Afghan Student Association's (ASA) Culture Show event on 12/20/2024.

FIN 003 24/25 (Her-m / Garibay-s) A motion was made and seconded to approve the resolution to approve a contingency request for $4,500 for the Afghan Student Association's (ASA) Culture Show event on 12/20/2024.
Ngo, Chair, yielded the floor to Hesgard, Director of Student Government, to discuss the contingency request.

Hesgard reviewed the committee's responsibility to manage a $30,000 contingency budget for new programs or unexpected needs for councils, students, or organizations. Currently, no funds have been spent, and the committee is considering a $4,500 request from the Afghan Student Association (ASA) for an upcoming cultural event.

The CSUF ASA President introduced the cultural event scheduled for December 20 in the TSU pavilions, expecting 150 attendees primarily from CSUF. The event aims to educate and shift perspectives about Afghan culture beyond common stereotypes, featuring Afghan music, dance, fashion, food, and performances.

Last year's similar event had 80 guests and a $4,500 budget. The current request covers catering from an Afghan restaurant, Chai vendor, DJ services, venue fees, and essential supplies.

ASA's funding applications to affiliated organization (SWANA and others) were only partially or not funded due to budget limitations.

The speaker emphasized the event's role in supporting campus diversity and showcasing Afghanistan's culture and community resilience.

Ngo, Chair, opened the floor to questions.

Jain asked why did SWANA deny the funding request. CSUF ASA President explained that SWANA's budget is based on previous year's funding allocations, which did not include this event.

Her noted the increase in expected attendance from 80 to 150 and asked how this projection was estimated. CSUF ASA President stated they collaborated with more organizations, which expanded potential attendees.

Daga queried if the event is in collaboration with other clubs. CSUF ASA President confirmed they are organizing independently but inviting other clubs to participate.

Daga asked about the food budget increase and vendor change. CSUF ASA President confirmed the vendor remains the same, with increased costs due to a

larger expected turnout.

Her inquired about the photo booth in the initial budget but not mentioned in the presentation. CSUF ASA President confirmed dropping the photo booth to prioritize cultural aspects in the budget.

Quock asked if any clubs attempted fundraising. CSUF ASA President reported unsuccessful attempts and emphasized the need for the current funding request.

Her asked about RSVP methods to avoid excess food orders. CSUF ASA President mentioned using Google Forms to track attendance and finalize orders.

Daga followed up on attendance, questioning the 150 projection without advertising. CSUF ASA President confirmed that they anticipate increased turnout due to word-of-mouth and inter-club collaboration.

Her clarified if DJ travel costs can be funded. Hesgard confirmed travel expenses can be included in a DJ's contract fee, not as a separate line item.

Ngo, Chair, opened the floor to points of discussion.

J. Morales emphasized the value of allocating funds to support community growth and student engagement. As former treasurer, J. Morales highlighted that the budget currently stands at $30,000 and will still retain over $25,000 after the proposed allocation. He expressed strong support for endorsing the initiative to allow students to advocate for and educate others on their culture.

Her supported the funding request, stating that itemized receipts will ensure responsible use of funds. Also noted the importance of tracking attendees to finalize orders, indicating confidence in the club's responsible use of funds.

Daga asked about the fund disbursement process, specifically if funds are released based on RSVP numbers to prevent potential overestimation issues, such as ordering for more attendees than the actual turnout. Hesgard explained the reimbursement process, clarifying that funds will be earmarked and paid directly to vendors based on receipts post-event. Any unspent amount would return to the contingency fund for future allocations.

Ngo voiced personal endorsement of the resolution, noting the value of cultural events in fostering self-expression, community bonding, and cultural awareness among CSUF students.

FIN 003 24/25 (Her-m / Garibay-s) Roll Call Vote: 5-0-0 The motion to approve the resolution to approve a contingency request for $4,500 for the Afghan Student Association's (ASA) Culture Show event on 12/20/2024 was adopted.

b. Action: Resolution to Approve the Children's Center Facility User Fees
The Committee will consider approving a resolution to approve the Children's Center Facility User Fees.

Postponed

c. Action: Resolution to Approve the Student Recreation Center Facility User Fees
The Committee will consider approving a resolution to approve the Student Recreation Center Facility User Fees.

Postponed

d. Action: Resolution to Approve the Titan Student Union Facility User Fees
The Committee will consider approving a resolution to approve the Titan Student Union Facility User Fees.

Postponed

e. Discussion: Executive Senate Budget Request Rubric
The Committee will receive information and discuss the Executive Senate Budget Request Rubric.

Hesgard, Director of Student Government, discussed the Executive Senate budget request rubric, emphasizing its role in ASI's funding allocation process for 19 councils that support student organizations.

Councils submit budget requests from December through January, and the ASI President presents a proposal to the Finance Committee by March.

The rubric, developed by ASI's Finance Committee, assesses requests based on criteria like impact, program details, historical spending, membership, and external funding.

Councils are encouraged to document their membership sizes and event impacts, with historical spending especially emphasized. They are also rated as "excellent," "good," or "basic" in each category to guide funding decisions.

Ngo, Chair, opened the floor to questions and points of discussion.

Her sought clarification on external funding, noting that councils provide resources for other clubs and may lack clarity on seeking outside funds. Hesgard explained

that, while external funding is a minor category, councils are encouraged to make small efforts to generate additional revenue, as it demonstrates initiative and engagement with the campus community. The rubric does not penalize councils with outside funds; instead, it appreciates attempts to secure funding beyond ASI allocations. To address uncertainties, councils receive training during monthly meetings, with individual advising offered by ASI staff as needed.

Garibay raised concerns about communication issues faced by clubs receiving reduced funding from their councils. Hesgard recommended councils approve necessary funding requests and use contingency funds for significant needs, advising clubs to document this demand for future budget adjustments.

On Daga's question, Hesgard clarified that contingency funds are available to councils, clubs, and individual students, typically for events or travel unsupported by other sources.

Ngo inquired about the "anticipated impact" section, which asks councils to list impactful events from both the council and member organizations, focusing on those that align closely with club missions. Hesgard acknowledged the committee's feedback on clarifying this rubric area and assured that updates would be addressed in the November training.

f. Discussion: Capital Projects
The Committee will receive information and discuss Capital Projects.

Postal, CFO, presented the capital projects plan for 2024-2025, as well as the updated 10-year capital plan, which ensures ongoing investment in facilities to maintain compliance, address new trends, and avoid deferred maintenance costs.

The annual capital budget, set at $1.2 million, is divided between $600,000 for recurring projects and $600,000 for project-based expenses. Recurring funds support maintenance for essential areas, such as TSU, Children's Center, and SRC, covering items like HVAC, windows, equipment, and IT. Postal highlighted that these funds are sourced from student fees and remain dedicated to capital projects, with unspent amounts saved for future needs.

Capital projects are categorized as either recurring - such as routine maintenance - or project-based, which covers items identified for specific improvements. The goal is to address capital needs proactively, maintaining reserve funds to manage emergencies without deferring essential repairs, which could lead to greater costs over time. Examples included handling roof repairs promptly to avoid more extensive replacements later.

For 2024-2025, a breakdown was provided: BE's allocation is $250,000, TSU and SRC each receive $125,000, IT is allocated $25,000, and a reserve of $75,000 is maintained. Project-based allocations will be finalized following recommendations presented at the Facilities Committee meeting on October 31st, covering research, feasibility, timelines, and cost assessments. Postal also mentioned that the committee would review the 10-year plan, which includes large capital items like elevator replacements and HVAC updates, extending through 2034.

Ngo, Chair, opened the floor to questions and points of discussion.

Jain asked if unused funds from the $25,000 IT allocation would carry over to the next year. Postal clarified that unspent amounts are returned to the capital pool, allowing for flexibility in future budgets. For instance, if IT needed $100,000 in a following year, funds from the pool would supplement the set allocation. She also noted that recurring capital items typically cover upgrades, replacements, and maintenance for SRC equipment and TSU furniture, with examples like recent updates to courtyard and pool furniture. The upcoming Facilities Committee meeting will allow directors to answer detailed questions about specific facility needs.

Her asked about the "building" allocation in the recurring capital budget. Postal explained that it covers building engineering projects, such as a current marketing renovation, with flexibility across facilities.

9. Announcements/Member's Privilege

Garibay announced a "Meet the Dean" event for the College of Communications on October 30 from 12:00 to 2:00 PM at the Becker Amphitheater, with food available and an opportunity for students to engage with the Dean.

Jain reminded the committee of a cricket event between CBE and ECS, happening the next day at 12:30 PM on the intramural field, running until 3:00 PM. He encouraged attendance, noting it as a good break during midterms and mentioning free food for attendees.

10. Adjournment

Samantha Ngo, Finance Committee Chair, adjourned the meeting at 2:22 pm

_Sn_
ASI Board Treasurer-Secretary (Nov 4, 2024 20:44 PST)
Samantha Ngo, Finance Committee Chair

Erika Perret-Martinez
Erika Perret-Martinez, Recording Secretary

Roll Call 2024-2025

Attendance	Board Members		Present	Absent
			Present	Absent
COMM	GARIBAY	JOEL	1	
ART	HER	BENJAMIN	1	
ECS	JAIN	KAVIL	1	
CHAIR/TRES	NGO	SAMANTHA	1	
CBE	QUOCK	SHAY	1	
			Present	Absent
			5	**0**

Attendance	Liaisons		Present	Absent
			Present	Absent
DIR STU GOV.	HESGARD	REBECCA	1	
ASI PRES.	MORALES	JOE	1	
ASI CHAIR *	DAGA	KESHAV	1	
			Present	Absent
			3	**0**

QUORUM	4
Majority	3

*Recording Secretary: Erika Perret-Martinez
Pres Designee: Haneefah Syed
Chair Designee: Keshav Daga

Roll Call Votes			03 Action: Resolution Approving a Contingency Request from Afghan Student Association		
			Yes	No	Abstain
COMM	GARIBAY	JOEL	1		
ART	HER	BENJAMIN	1		
ECS	JAIN	KAVIL	1		
CBE	QUOCK	SHAY	1		
CHAIR/TRES	NGO	SAMANTHA	1		
			Yes	No	Abstain
			5	**0**	**0**
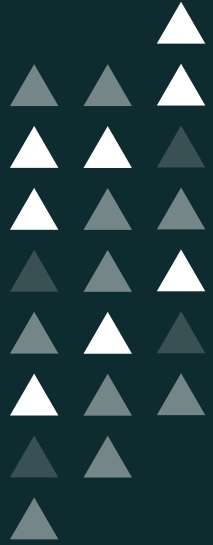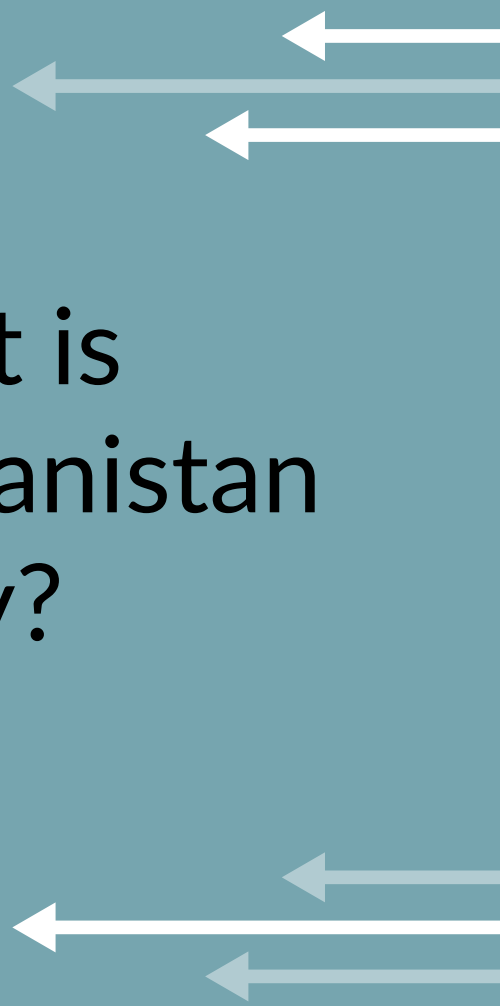
What comes to mind when you hear Afghanistan?

What is the Culture Show?

Time and place

12/20/2024
TSU Pavilions
7:00 pm

Expected Attendance : 150

Purpose

This event intends to educate and share the Afghan culture with the student population through music, dance, fashion and more. We want to bring the campus together and share our culture with the students and possibly have a chance for others to share their culture as well through performances.

Past Event

2023 Event

- About 80 attendees
- 4500 total budget
- 2500 to food
- 1400 DJ
- 600 miscellaneous (utensils/decor/etc)
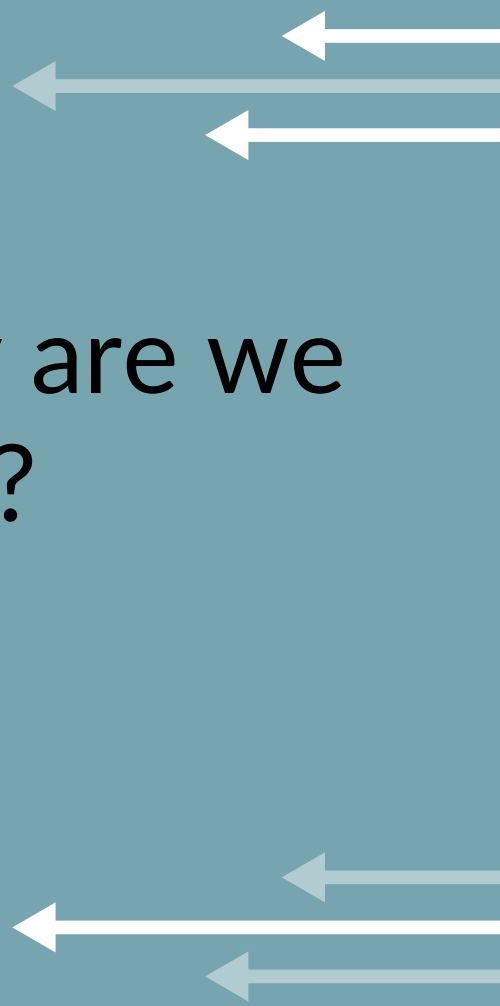
Total Requested $4500

Food: 3500

-Quoted 3750 total
-Chili chutney
- halal food
-authentic afghan cuisine

Chai Vendor: 1000

-chai wale
-quoted 1325
-staple in Afghan culture

Why are we here?

AICA

3000 cap budget

Breakdown
- 1700 DJ
- 600 room booking
- 200 Utensils/plates
- 200 water/soda
- 300 decor

Denied Funding

SWANA
SASU

Why is this event important?

- Biggest attendance and attractor for new members
- Educate the campus on our culture
- Battle stereotypes
- Represent an underrepresented group

Thank You

A RESOLUTION APPROVING A CONTINGENCY REQUEST FROM
AFGHAN STUDENT ASSOCIATION
Sponsors: Samantha Ngo

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[1], Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs; and

WHEREAS, Afghan Student Association has requested $4,500 to accommodate for cultural catering for their growing Culture Show event in December 2024; and therefore let it be

RESOLVED, ASI approves the contingency request for $4,500 for the Afghan Student Association; and let it be finally

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

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

Gavin Ong
Chair, Board of Directors

Noah Alvarez
Secretary, Board of Directors

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[1] https://asi.fullerton.edu/wp-content/uploads/2023/09/ASI-Policy-Concerning-Funding-Provided-to-Students-and-Student-Orgs.pdf

ASI Contingency Funding Request 2024-2025

Please review the provided guidelines for contingency request before completing this form: Guidelines for Requesting Contingency Funding

CREATED

IP ADDRESS

PUBLIC

* Name

Temorshah Popal

* Group/Organization you represent:

Afghan Student Association

* Email

* Phone Number

* Total Amount of Contingency Request

$ 4,500.00

* What is your contigency request for?

For a specific program or event

* Describe your program/event.

A culture show where we can share Afghan culture through performance, music, dance, fashion and food.

* Specify the purpose/objective of your program/event.

We want to share our culture with the campus. We are an under represented community that is often overlooked on campus. We want to take the chance to change that with your support. We would also like to change the false narrative the media has portrayed about us. This would be the perfect chance for us to educate the community on what Afghan culture actually looks like. We are not just barbarians like the media paints us out to be. We have beautiful culture that we want to share.

* Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance, marketing costs, etc.) and the total event budget.

Afghan food- 3000
chai vendor - 1000
photo booth - 500
total - 4500

* If applicable, list other organizations' contributions to this event, including your own.

AICA has approved 3000 budget that will be used for a dj, utensils/cups/plates/etc, decor, booking fee for room, drinks

* Estimate the expected attendance and identify your target audience for the event. - If reoccuring, state the attendance and success of recent events.

We held a similar event last year that had about 80-100 attendees
the target audience is csuf students
we estimate 150/200 attendees this year

* For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the name of your group/area, the budget line-item, and amount(s) where this funding will go, if approved. Example: Arts Inter-Club Council Hospitality & Rentals Line-Items $1,500 total ($500 for catering, $1,000 for rented tables/chairs)

n/a

* Attach your PowerPoint presentation.

███████████████████

Category	Weight	Excellent	Good	Basic
Anticipated Impact Please list the number of events/programs funding in the fall semester and their event type (social, cultural, professional, career development, etc.) List the attendance at the events/programs funded by the council/hosted by the program	30%	Describes significant student impact on students and student organizations and community supported through the events, program and/or travel opportunities	Briefly describes the student impact on the students and student organizations and community supported through the events, program and/or travel opportunities	Does not clearly explain student impact on the students, student organizations and communities supported through the events, program and/or travel opportunities
Program Description and Direction Describe your program, including statement of purpose and the way it functions Success or achievement from the last year and fall	25%	Program description explicitly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are strongly highlighted	Program description briefly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are briefly highlighted	Program description does not explain the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are not appropriately highlighted
Historical Spending How has your funding been utilized for this fall semester What was funding used for in prior year(s)?	20%	Utilization and prior spending explicitly explain the prior use of funds and historical spending	Utilization and prior spending generally explain the prior use of funds and historical spending	Utilization and prior spending provide little or no explanation to prior use of funds and historical spending
Membership Information List the names of the individuals holding leadership positions and their titles List the council's members' organizations and their membership numbers Of the member organizations listed above, how many organizations are continuing from the previous year?	10%	The council/program provides the requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers More than 50% of the member organizations are continuing from previous years	The council/program provides the partial requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers 25-50% of the member organizations are continuing from previous years	The council/program provides little information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers Less than 25% of the member organizations are continuing from previous years
External Funding Has your program attempted to generate funding from any of the following sources? Please explain.	5%	The council/program has attempted to generate funding from other sources	The council/program has planned but not executed plans generate funding from other sources	The council/program has not attempted to generate funding from other sources

Budget Request Provide the full dollar amount for year request at each line item Please provide an explanation for any increase, decrease of lack of change.	5%	The council/program provided clear and detailed information for each line item requested	The council/program provided limited information for each line item requested	The council/program provided little to no information for each line item requested
Timeliness For ASI Use Only: Did the council/program submit their budget request in a timely manner?	5%	The council/program submitted a thorough budget request on or before the submission deadline.	The council/program submitted a budget request on or before the submission deadline.	The council/program submitted their budget request after the submission deadline or did not submit a budget request.

Executive Senate Budget Request Rubric

Rebecca Hesgard

Director of Student Government

October 2024

Executive Senate: Overview

The ASI Executive Senate program is made up of 19 funded and funding councils. These councils are one of ASI's primary ways of supporting student organizations in their event and travel activities each year.

The Executive Senate also meets monthly to help serve also as a line of communication between ASI and the funded/funding councils. During these meetings, the student leaders are trained on ASI financial policies, procedures, and leadership to ensure ASI is kept informed.

Executive Senate: Budget Request Info & Timeline

Funded councils (5) request for their General Operations budget. Funding councils (14) request for a General Operations and Program Funding budget.

The councils each submit their requests via a Wufoo form. The budget request submission form remains open from the beginning of December until the first week of classes in January.

Duties & Responsibilities:
ASI President

One of the ASI President's key responsibilities each year is to submit a budget proposal to the Finance Committee on or before the second meeting in March of each fiscal year.

A large aspect of this budget proposal is the President's recommendations for the ASI Executive Senate councils' budgets.

Duties & Responsibilities:
ASI President (Continued)

The ASI President considers each of the 19 councils' submissions for their budgets using a rubric that the ASI Finance Committee developed starting in the 2022-2023 academic year.

Each year since, the Finance Committee has reviewed the rubric to ensure it is relevant and up to date for the current year.

Category	Weight	Excellent	Good	Basic
Anticipated Impact Please list the number of events/programs funding in the fall semester and their event type (social, cultural, professional, career development, etc.) List the attendance at the events/programs funded by the council/hosted by the program	30%	Describes significant student impact on students and student organizations and community supported through the events, program and/or travel opportunities	Briefly describes the student impact on the students and student organizations and community supported through the events, program and/or travel opportunities	Does not clearly explain student impact on the students, student organizations and communities supported through the events, program and/or travel opportunities
Program Description and Direction Describe your program, including statement of purpose and the way it functions Success or achievement from the last year and fall	25%	Program description explicitly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are strongly highlighted	Program description briefly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are briefly highlighted	Program description does not explain the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are not appropriately highlighted
Historical Spending How has your funding been utilized for this fall semester What was funding used for in prior year(s)?	20%	Utilization and prior spending explicitly explain the prior use of funds and historical spending	Utilization and prior spending generally explain the prior use of funds and historical spending	Utilization and prior spending provide little or no explanation to prior use of funds and historical spending
Membership Information List the names of the individuals holding leadership positions and their titles List the council's members' organizations and their membership numbers Of the member organizations listed above, how many organizations are continuing from the previous year?	10%	The council/program provides the requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers More than 50% of the member organizations are continuing from previous years	The council/program provides the partial requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers 25-50% of the member organizations are continuing from previous years	The council/program provides little information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers Less than 25% of the member organizations are continuing from previous years
External Funding Has your program attempted to generate funding from any of the following sources? Please explain.	5%	The council/program has attempted to generate funding from other sources	The council/program has planned but not executed plans generate funding from other sources	The council/program has not attempted to generate funding from other sources
Budget Request Provide the full dollar amount for year request at each line item Please provide an explanation for any increase, decrease of lack of change.	5%	The council/program provided clear and detailed information for each line item requested	The council/program provided limited information for each line item requested	The council/program provided little to no information for each line item requested
Timeliness For ASI Use Only: Did the council/program submit their budget request in a timely manner?	5%	The council/program submitted a thorough budget request on or before the submission deadline.	The council/program submitted a budget request on or before the submission deadline.	The council/program submitted their budget request after the submission deadline or did not submit a budget request.

Questions?

Finance Committee

Capital Projects

Kathleen Postal, ASI Chief Financial Officer

October 24, 2024

Overview

- Capital FY24

- Definition of Capital Budget

- Managing Recurring Capital and Capital Projects

- 10 Year Recurring Capital Plan

Capital Budget

- Capital budget is outside of the operating budget

- Each year, the budget is set at $1.2M

- From $1.2M:

  $600K will go to Recurring
 $600K will be available for Project Based

Capital Expenditures

- Funds spent for acquiring or maintaining fixed assets such as land, buildings and equipment usually above a threshold (ASI - $5,000)
- Buildings
  - HVAC, Roofing, Doors, Windows, Electric, Plumbing
- Equipment
  - Rec Center - Treadmills, weights, outdoor equipment
  - Children's Center – Picnic tables, Preschool Toys, Cots for Naps
  - TSU – Furniture, tables, AV equipment
  - ASI Admin – Office Furniture, Computers

Capital Funding

- Utilizes Student Fees that are specifically set aside for funding capital and capital projects

- Once designated, it retains its status as capital

- Projects are monitored and reported annually to the Facilities Committee

- There are two types of capital spending
  - Recurring
  - Project Based

Annual Capital Spend
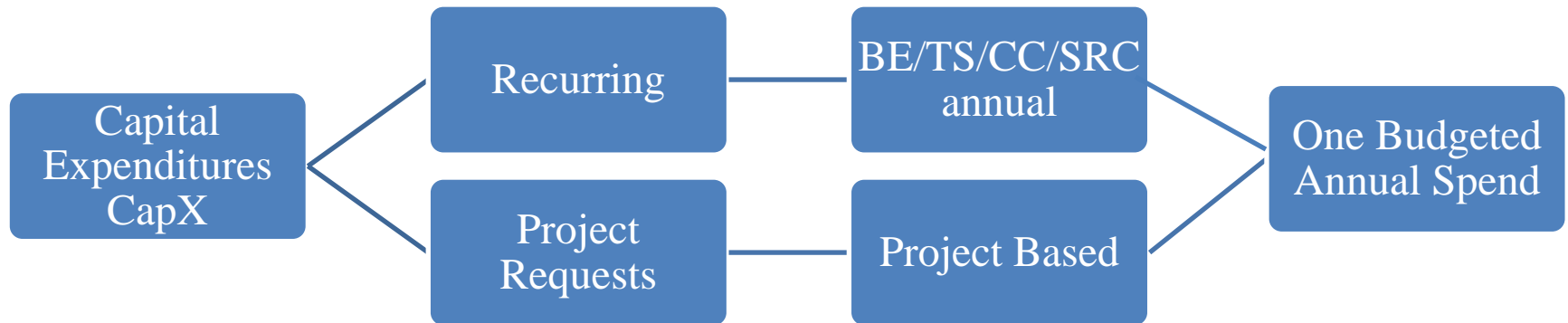
Capital Plan FY24/25

Recurring Capital

- Comprehensive review - 10-year capital plan
  - Includes all buildings, TSU, SRC and CC
- Continuous investments are necessary for Building improvements and renovations to keep up with building codes, to keep current with changing trends and keep the building aesthetically pleasing.

Managing Capital Costs

- Manage work so that you keep ahead of "problems"
- Have a reserve to enable required work if problems do arise
- Plan the work and continue to monitor progress
- Keep deferred maintenance to a minimum
- Deferred maintenance is when there is a practice of delaying or postponing repair and maintenance work on buildings, infrastructure or assets. It can occur when there is lack of resources, such as time, budget or workforce, or competing priorities.

Capital FY24/25

- Budget estimated at $1.2M

- Recurring Capital:
  - Building   250K
  - TSU   125K
  - SRC   125K
  - IT   25K
  - Reserve   75K

- Available for Capital Projects - $600K

Capital FY24/25

- Recurring capital is budgeted and completed by schedule.
- Capital Projects will be separately identified and researched at the Facilities Committee request. Any Committee member may request a project be researched or suggest a project for discussion.
- ASI staff will also present suggested Capital Projects based on their experience within their operation.
- ASI staff will then present the research (feasibility, costs and timeline) at the next Committee meeting.
- Each project is then presented at the next meeting outlining the purpose, importance and significance to other areas of operation, alternatives and pricing considerations.
- The Committee then creates a list for recommendation and presents to the Board for approval.

Capital FY24/25

Questions?

Next: Proposed Capital Projects

Updated 10-year plan