Associated Students Inc.



Finance Committee

Thu Apr 10, 2025 1:15 PM - 2:30 PM PDT

1. Call to Order

Chair Alvarez called the meeting to order at 1:17 pm

2. Roll Call

Members Present: Alvarez, Brown, Garibay, Her, Quock

Members Absent: None

Liaisons Present: Mata, Syed, Walkley

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
 - (Her-m/Quock-s) The agenda was approved by unanimous consent.
- 4. Approval of Minutes



(Brown-m/Her-s) The 3/22/2025 meeting minutes were approved by unanimous consent.

a. 3/20/2025 Finance Committee Meeting 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

Chair Alvarez addressed the group as the Finance Committee Chair for the day, noting that while he is often in the room, it's usually in his role as Board secretary, overseeing Programs Assessment, and Facilities Committees. With about four weeks left in the semester, he offered support on behalf of the board leadership team to anyone who might need it. He mentioned that HSS Week is currently taking place, with many events happening in the Central Quad, and encouraged everyone to attend. He concluded by yielding the floor to Ingrid Mata, the Student Government Coordinator.

b. Student Government Coordinator

Ingrid Mata provided an update, noting that while she's not usually in this role, she was happy to be present. She announced that applications for student leadership positions, specifically for Commissions, Governance Ambassadors, and the Elections Team are now open and available on the ASI website, with a priority filing deadline of April 20. She also reminded attendees of upcoming events, including the ASI banquet, and Community Chat. Mata emphasized the importance of checking emails regularly, as there will be increased communication.

- 7. Time Certain
 - a. None
- 8. Unfinished Business
 - a. None
- 9. New Business

a. Action: Resolution Approving Withdrawal from the Children's Center Investment Fund for Repairs and Maintenance of the Facility

The Committee will consider approving a withdrawal from the Children's Center Investment Fund for Repairs and Maintenance of the Facility.

FIN 019 24/25 (Brown-m/Garibay-s) A motion was made and seconded to approve the withdrawal from the Children's Center Investment Fund for Repairs and Maintenance of the Facility.

Kathleen Postal, CFO, provided an update on the Children's Center reserve fund, which is designated for maintenance and repairs. The minimum required balance for the reserve is \$2 million, and the current balance is approximately \$3.57 million. She requested approval to withdraw just over \$158,000 from the reserve—held in an investment account—to cover recent and upcoming maintenance projects. These include the installation of new cameras across facilities (costing around \$120,000), an upgraded security system with panic buttons (about \$8,800), and landscaping improvements, including sodding areas without grass (around \$29,000). The proposed withdrawal would bring the reserve down to about \$3.4 million, still well above the required minimum.

Alvarez opened the floor to questions. There were none.

Alvarez opened the floor to discussion. There were no discussion items.

FIN 019 24/25 (Brown-m/Garibay-s) Roll Call Vote: 5-0-0

The motion to withdraw from the Children's Center Investment Fund for Repairs and Maintenance of the Facility was adopted.

b. Action: Resolution Approving a Contingency Request from Women in Animation (WiA) *The Committee will consider approving a contingency request for \$2,000 for a WiA alumni event.*

FIN 020 24/25 (Her-m/Garibay-s) A motion was made and seconded to approve a Contingency Request from Women in Animation (WiA).

Alvarez yielded to Mata to provide an overview. Mata reviewed the request and yielded to a representative from Women in Animation (WiA) to review a presentation regarding the contingency request. Camila, a graduating senior, former ASI employee, and lead event coordinator for the Women in Animation (WIA) student collective at CSUF, presented a proposal for an upcoming alumni mixer. She shared that WiA is collaborating with the CSUF Alumni Association to host a large networking event aimed at connecting students with industry professionals. The event will take place on April 23 at 7 PM at the Goehller Alumni House.

The mixer will feature over 23 confirmed alumni from major studios like Disney, DreamWorks, Nickelodeon, Cartoon Network, Netflix, Riot Games (League of Legends), and others. These professionals, many of whom are CSUF alumni, will represent a range of roles including production, art, HR, recruitment, and event planning. The event is free and open to all CSUF students and is being promoted in collaboration with sister clubs including the Video Game Development Club, Pencil Mileage Club, and ACM SIGGRAPH, reaching an estimated audience of over 44,000 students. Camila emphasized the value of the event in offering one-on-one conversations, mentorship, and career guidance from successful alumni.

WiA is requesting \$2,025.74 to help cover the remaining catering costs. The representative reviewed the funding and sponsorships for the event and shared that they received \$1,120 from Student Life & Leadership, \$1,505.46 from the AICC, and \$1,655 from the Alumni Association. Camila wrapped up by expressing gratitude for the alumni volunteering their time, emphasizing the event's inclusive and empowering atmosphere, and highlighting the club's unofficial mascot—a rat featured in their promotional materials.

Alvarez opened the floor to questions.

Quock thanked Camila for her presentation, praising her club for effectively utilizing the alumni network and seeking outside sponsorships beyond the contingency request, followed by asking about the expected student attendance for the event. Camila responded that the expected attendance was around 50 students, but she anticipated it would be higher since the registration form was released on Tuesday. In just two days, they had already received 30 confirmations, so she expected the turnout to increase.

Quock inquired whether this is the first time that WiA was organizing such an event. Camilla stated that it was indeed WiA's fist time organizing such an event.

Chair Alvarez opened the floor to discussions:

Brown expressed support for the event, stating that they were voting yes due to the significant number of alumni involved, 29 in total which was impressive and unique compared to other club events this year. They also highlighted the importance of this event for the arts college, noting that it would provide valuable support for the students. Brown concluded by expressing excitement to move the proposal forward to the board.

Her explained that the total cost of the event was over \$5,000, with the club securing sponsorships for supplies, including tables, which covered a little over \$3,000. The remaining \$2,000 was needed for food. He emphasized that \$5,000 is a significant amount to fund for an event like this, especially for students in passion-driven majors, where much of their work is fueled by passion. They highlighted how the funding is crucial in helping students continue to

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FIN 020.a 24/25 (Brown-m/ Her-s) A motion and second was made to amend the contingency amount from \$2000.00 to \$2025.74.

Roll Call Vote 5-0-0 The motion to amend the Contingency Request from \$2000 to \$2025.74 was adopted.

Walkley expressed strong support for the event, stating that if they had a vote, they would vote yes. They shared personal experience, noting that a dear friend who was involved in WIA last year had great success with large-scale events. Walkley praised College of the Arts organizations for their ability to organize impactful events and highlighted that this event could serve as a foundation for future years. They appreciated the external funding the club secured and the strong alumni involvement, emphasizing the community aspect of the event. Walkley encouraged those with voting power to approve the proposal, believing it could become a successful annual event.



FIN 020 (Her-m/Garibay-s) 5-0-0 The Resolution Approving a Contingency Request for \$2025.74 from Women in Animation (Wia) was adopted.

- 10. Announcements/Member's Privilege None
- **11.** Adjournment

Noah Alvarez, Chair, adjourned the meeting at 1:40 pm.

Erika Perret-Martinez, Recording Secretary

Noah Alvarez Noah Alvarez, Chair Crika Perret-Martinez

Roll Call 2024-2025

04/10/2025 Finance Committee Meeting

04/10/2023 Finance Committee Meeting						
Attendance		Board Members				
			Present	Absent		
HDD	BROWN	JARED	1			
сомм	GARIBAY	JOEL	1			
ART	HER	BENJAMIN	1			
CHAIR *	ALVAREZ	NOAH	1			
CBE	QUOCK	SHAY	1			
			Present	Absent		
			5	0		

Attendance	Liaisons			
			Present	Absent
DIR STU GOV. *	MATA	INGRID	1	
ASI PRES. *	SYED	HANEEFAH	1	
ASI CHAIR *	WALKLEY	BRIAN	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee: Haneefah Syed Chair Designee: Brian Walkley

QUORUM	4
Majority	3

Roll Call Votes			19 Resolution Approving Withdrawl from the Children's Center Investment Fund for Repairs and Maintenance of the Facility		
			Yes	No	Abstain
HDD	BROWN	JARED	1		
сомм	GARIBAY	JOEL	1		
ART	HER	BENJAMIN	1		
CBE	QUOCK	SHAY	1		
CHAIR*	ALVAREZ	NOAH	1		
			Yes	No	Abstain
			5	0	0

Roll Call Votes			20 Resolution Approving a Contingency Request from Women in Animation		
			Yes	No	Abstain
HDD	BROWN	JARED	1		
сомм	GARIBAY	JOEL	1		
ART	HER	BENJAMIN	1		
CBE	QUOCK	SHAY	1		
CHAIR*	ALVAREZ	NOAH	1		
			Yes	No	Abstain
			5	0	0

Roll Call Votes			20.a Amendment Resolution Approving a Contingency Reque from Women in from \$2000 to \$2025.74		
			Yes	No	Abstain
HDD	BROWN	JARED	1		
сомм	GARIBAY	JOEL	1		
ART	HER	BENJAMIN	1		
CBE	QUOCK	SHAY	1		
CHAIR*	ALVAREZ	NOAH	1		
			Yes	No	Abstain
			5	0	0

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Final Audit Report 2025-04-30

Created: 2025-04-25

By: Susan Collins (sucollins@fullerton.edu)

Status: Signed

Transaction ID: CBJCHBCAABAAYkOBG07dFs35YFzSUfbCaeZxxqp0CG1i

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Noah Alvarez (asboardsecretary@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton

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Agreement completed. 2025-04-30 - 0:07:49 AM GMT





A Resolution for Approval of a Withdrawal from the Children's Center Investment Fund for Repairs and Maintenance of the Facility

Sponsor: Samantha Ngo

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

WHEREAS, ASI is governed by the ASI Board of Directors, which 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 oversees and operates the ASI CSUF Children's Center to support CSUF student parents as they pursue their education, and to support CSUF staff and faculty parents as they work and teach; and

WHEREAS, the Children's Center has been supporting CSUF student parents by providing affordable on-campus childcare for over 53 years. Additionally, the Center provides CSUF students and interns the opportunity to gain classroom work experience and professional development for future careers; and

WHEREAS, the Center moved into the current facility in 2011, and has experienced minimal facility upgrades or material repairs and maintenance over the years; and

WHEREAS, ASI established a reserve account for the Children's Center facility shortly after opening the new facility with the purpose to set aside funds for any future facility improvement and maintenance of the equipment or buildings; and

WHEREAS, the Center has current need for facility upgrades including, safety and security system upgrades \$120,332, alarm system upgrades \$8,870, and landscaping \$\$29,470; and

WHEREAS, the total costs of the repairs and maintenance for the needed projects is \$158,672; and

WHEREAS, ASI Policy Concerning Investments and Reserves outlines the Children's Center Reserve funding purpose which states that the Reserve will be maintained to insure there are funds for future repairs, replacements, and operation of the Children's Center physical structures, hardscape, and landscape, as well as the replacement of furniture, fixtures, and equipment; and

WHEREAS, the current Children's Center Reserve fund balance is \$3,000,000. The Reserve policy calls for a target reserve fund balance of \$2,000,000 for future Children's Center repairs and maintenance; and

WHEREAS, the need to withdraw from the Children's Center Reserve fund to complete the security system upgrades, the alarm system upgrades, and address the landscaping conforms to ASI policy regarding the use of reserves; therefore, let it be

RESOLVED, the ASI Board of Directors approves the withdrawal of \$158,672 from the Children's Center Reserve fund; and let it be finally

RESOLVED, that this resolution be distributed to the applicable ASI departments for appropriate action.

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

Gavin Ong Chair, Board of Directors

Noah Alvarez Secretary, Board of Directors

ASI Contingency Funding Request 2024-2025

COMPLETE



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

CREATED	IP ADDRESS
PUBLIC	
* Name	
* Group/Organization you represent:	
Women In Animation CSUF Collective	
* Email	
* Phone Number	
* Total Amount of Contingency Request	
\$ 2,025.74	
* What is your contigency request for?	
For a specific program or event	
* Describe your program/event.	
This is for a collaboration between the Alumni House and the WiA Student Collective of CSUF. The plant Alumni from CSUF who are professionals in the industry and students—creating a Stronger Community to mutual passion for the entertainment industry. This will be free and open to all students as WiA will host House and cater food.	through networking and

The event will feature ALUMNI who graduated from Cal State Fullerton and have been a part of the entertainment industry! We want to give students the time to ask questions and gain guidance from those who have successfully entered their industry. It will also give students the chance to network with successful professionals from a variety of backgrounds and with fellow classmates!

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

* 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.

10 36" ROUND TABLE - SEATING HEIGHT \$112.00 6 6' BANQUET TABLE \$67.20 10 36" ROUND TABLE - COCKTAIL HEIGHT \$138.00 42 WHITE RESIN CHAIR \$142.80 10 90 ROUND NAVY \$122.50 10 120 ROUND NAVY \$212.50 4 6' TABLE DRAPE NAVY \$89.00 26 SET UP / DOWN TABLES \$26.00 42 SET UP / DOWN CHAIRS \$0.65 \$27.30 1 DELIVERY/PICK UP 92831 \$60.00 \$60.00 Total = \$1,035.46

Golleher Alumni House \$220.00

Food

Sizzlin Fajita Bar

- Corn Tortillas VG
- Cilantro Lime Rice VG
- Refried Pinto Beans VG,
- Mexican Street Corn
- Chicken Fajitas
- Mushroom Fajitas VG
- Shredded Cheese
- Sour Cream,
- Pico de Gallo
- Guacamole
- Shredded lettuce
- Cinnamon Sugar Churro Cake Bites.
- Chips and Salsa
- Cheese Sticks

\$1889.30 + \$245 + \$349.30 + \$320 = \$2919.48 \$2919.48 + (7.75% tax = \$226.26) = \$3145.74 \$3145.74 - (1120 = Student Life and Leadership sponsorship) = \$2,025.74

Venue \$220.00 + Food \$2,025.74 + rental equipment \$1,035.46 = \$3281.2

OTHER COSTS

Marketing

\$11.23 for printed 125 evening bingo activity handbills + schedule double-sided \$75 for stickers \$150 for decorating Total event budget = \$3517.43

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

\$11.23 for printed 125 evening bingo activity handbills + scheduled double-sided \$75 for stickers \$150 for decorating

The CSUF alumni team is sponsoring the event and providing a discount on the rental space. They are covering \$1655, so we are requesting for ASI to cover the \$220 remaining amount

CSUF Alumni team is covering Alumni gifts

Student Life and Leadership is giving us \$1120 for catering

Adobe is giving us 100 bags and pens and 50 socks to give out during the event

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

20 alumni + 50 students = 70 people

The target audience is mainly students interested in pursuing animation/gaming/illustration careers. Our organization represents underrepresented identities and women, so we would like to uplift students and alumni of this background.

* 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)

Women in Animation CSUF Collective Hospitality = \$2,025.74 Sizzlin Fajita Bar

- Corn Tortillas VG
- Cilantro Lime Rice VG
- Refried Pinto Beans VG,
- Mexican Street Corn
- Chicken Fajitas
- Mushroom Fajitas VG
- Shredded Cheese
- Sour Cream,
- Pico de Gallo
- Guacamole
- Shredded lettuce
- Cinnamon Sugar Churro Cake Bites.
- Chips and Salsa
- Cheese Sticks

2,025.74 total ((Beverages \$115.88 + Fajita \$1,889.30 + Chips & Salsa \$245 + Cheese Sticks \$349.30 + Labor \$320 + (Tax 7.75% = \$226.26)) = 3145.74 - 1120 = 2,025.74

Total Requesting = \$2,025.74

* Attach your PowerPoint presentation.



A RESOLUTION APPROVING A CONTINGENCY REQUEST FROM WOMEN IN ANIMATION CSUF COLLECTIVE

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 policy¹, 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, Women in Animation CSUF Collective (WiA) is a registered student organization with the Student Life & Leadership for the 2024-2025 academic year; and

WHEREAS, Women in Animation CSUF Collective has requested \$2,025.74 to accommodate for additional catering needs for their CSUF Alumni x WiA Mixer; and therefore let it be

RESOLVED, ASI approves the contingency request for \$2,025.74 for the Women in Animation CSUF Collective.

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

Gavin Ong Chair, Board of Directors Noah Alvarez Secretary, Board of Directors

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



CSUF Alumni x WiA Mixer

Event Proposal for ASI Finance Meeting

What is WiA?



- WiA at CSUF is the Fullerton chapter of the Global WiA organization. Which exists to empower and advocate for people of underrepresented gender identities in the art, technology, production, and business of animation.
- Everyone is welcome to this club, it is a free and safe space for all races, creeds, and gender identities.



Free and open to

all students!

WIA at CSUF
 wia.csuf
 csuf.wia@gmail.com



EVENTS







Disney Animation Studios Walt Disney Company

Nickelodeon Animation Studios

Webtoon Creators

Annie Award Winner

DreamWorks Animation

Call of Duty

Cartoon Network

Netflix

Warners Bros









Event Details

- Around 20+ alumni in the animation, illustration, video game industry in the following: production roles, artist roles (riggers, storyboarders), hr recruitment and event planning!
- Golleher Alumni House on April 23 @7pm
- Has been shared with sister clubs (VGDC, PMC, WIA, ACM SIGGRAPH) with club members over 4000

Why this Event?

- The event will future ALUMNI who are graduated from **Cal State Fullerton** and have been a part of the entertainment industry!
- We want to give students the time to ask questions, have conversations, and gain guidance from those who have successfully entered their industry.
- It will also give students the chance to network with successful professionals from a variety of backgrounds and with fellow classmates!

Collab with Alumni Org!

- Connections to over 300,000 alumni
- Providing environments and opportunities for alumni engagement
- Encouraging educational, social and economic benefits for our student and alumni communities
- Advocating on behalf of the University to promote student success

Proposal

Requesting: \$2,025.74

Food

- Sizzlin Fajita Bar
- Corn Tortillas VG
- Cilantro Lime Rice VG
- Refried Pinto Beans VG,
- Mexican Street Corn
- Chicken Fajitas
- Mushroom Fajitas VG
- Shredded Cheese
- Sour Cream,
- Pico de Gallo
- Guacamole
- Shredded lettuce
- Cinnamon Sugar Churro Cake Bites.
- Chips and Salsa
- Cheese Sticks

This menu selection was chosen in consideration of different dietary needs.

Drinks

- Lemonade
- Iced Tea
- Water

	70 People Cost
Beverages	\$115.88
Fajita Bar	\$1,889.30
Chips & Salsa	\$245.00
Cheese Sticks	\$349.30
Labor	\$320.00
Total	\$2,919.48
7.75%	\$226.26
Total total	\$3,145.74
Sponsored \$\$	-1120
Total Requesting	\$2,025.74

SPONSORSHIPS

- Student Life & Leadership is sponsoring for catering:
 - \$1120
- Arts Inter Club Council is sponsoring for supplies
 - \$1255.46
- WIA @ CSUF is funding marketing supplies = \$250
- Adobe is sponsoring by sending us goodies like bags and pens
 - 100 swag bags
 - 100 pens for drawing
 - 50 socks
- CSUF Alumni Team is funding \$1655 for Alumni House cost
- ——o WIA @ CSUF paying the remaining \$220-





The Flyer!

- The event will be free and open to all CSUF students
- Students will get to have one and one conversations with Alumni in the industry.