

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

Finance Committee MINUTES September 20, 2018

CALL TO ORDER

Maisune Abu-Elhaija, Chair, called the meeting to order at 1:17 p.m.

ROLL CALL

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

Members Absent: None

Officers Present: Lawrence

Officers Absent: Torres

Guests: Danielle Bacanskas

* 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. (Good-m/Quinones-s)

APPROVAL OF MINUTES

The minutes from the September 20, 2018 meeting were approved as presented. (Neal-m/Baker-s)

PUBLIC SPEAKERS

None.

TIME CERTAIN

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

a.

FC 002 18/19 (Good-m/Quinones-s) A motion was made and seconded to approve the contingency request for Panhellenic to fund \$8,150 in Supplies (0608-8050).

Danielle Bacanskas, VP Scholarship, spoke about the request.

Abu-Elhaija yielded to Lawrence.

Lawrence stated that last year's budget submission was to for \$8,150 in supplies, but there was an administrative error that omitted the amount in the approved budget.

Neal asked if the whole amount allocated to supplies has been used.

Lawrence stated that they have used the budgeted amount the last two years.

Quinones asked when the discrepancy was discovered.

Lawrence stated that the error was discovered over the summer.

Baker asked if the funds spent by Panhellenic were done in good faith that they would receive this funding.

Abu-Elhaija stated that there was no guarantee given to the group that they would receive funding, but it was suggested that they submit a contingency request.

Abu-Elhaija asked Lawrence how much was allocated in Contingency.

Lawrence stated that there is \$35,000 in Contingency.

Good stated that since recruitment has passed the funds for the t-shirts have already been spent. Good asked what other expenses have been made for supplies.

Bacanskas stated that she was unsure.

Quinones asked for a definition of contingency.

Lawrence stated that contingency funding is used for unexpected or unforeseen instances.

Quinones asked for a definition of supplies.

Abu-Elhaija stated that the line item definitions were distributed at the first Committee meeting.

Ohtomo read the definitions for supplies.

Baker asked the funds for recruitment t-shirts included other shirts than the ones distributed on the first day.

Bacanskas stated that the only shirts purchases were distributed on the first day of recruitment.

Baker stated that the cost per shirt was about \$8.

FC 002 18/19 4-0-0 The motion passed.

b. FAQ's for the Website

Abu-Elhaija stated that Lawrence found an old document (financial handbook for student leaders) that might help develop FAQ's for the website.

Abu-Elhaija asked the members for any questions that could be included.

Quinones stated that emails were sent to the club representatives, but there was no feedback received specifically for this item.

Quinones asked how many questions would be included in the FAQ.

Abu-Elhaija stated that some websites include 10-20 questions. They probably do not want more than that.

Quinones suggested the following questions.

- With fundraiser monies, where do the unspent funds go?
- For clubs and organizations who travel, how much funding does an individual who is not actively participating eligible to receive?

- For travel, how much funding does an individual who is actively participating eligible to receive?
- What are non-consumable items?

Good stated that one of the members of HSSICC wants to offer scholarships to members of their club. They wanted the funding to come from the ICC. Good asked if this is allowed. If so, what line item would be charged?

Lawrence stated that scholarships are not eligible for ASI funding. Scholarships may be given from the club’s agency account, donations or other sources of funding. The budget is used for programs and travel. Clubs in good standing with the University are eligible to open an ASI agency account.

Neal stated that he has not heard any feedback from the ICC or College, but he will follow up with them.

Baker stated that the biggest concern has been why the programs cannot get more funding.

Quinones suggested the following questions.

- How does ASI receive funds?
- How are funds distributed on campus?
- Where can the ASI budget information be seen?
- Where and when are the Committee meeting held?
- What is discussed in the meetings?
- What are the steps to request a line item transfer?
- When can funds be transferred into the travel line item?

c. Discussion: Talking Points for ICC Visits

Abu-Elhaija stated that she will be requesting time certain on the ICC’s agenda. She wants the councils to know who she is, her position with ASI, office hours and contact information.

Abu-Elhaija asked if there were any other talking points that the members would suggest.

Good asked what the expectations were and what was Abu-Elhaija planning on saying.

Abu-Elhaija stated that the main reason for the visits is to put a face to the name. With the transparency campaign, they want to feel more accessible to all students. This would be a way to be more approachable and make budget language friendlier.

Good stated that the purpose is perfect but make the speech short, sweet and concise.

Neal stated Abu-Elhaija should preference that the presentation is introductory. If there is a specific issue that anyone would like to address, it can be done at a later time.

Baker suggested that Abu-Elhaija could allocate time after the meeting or give another specific date/time to meet with anyone with concerns.

ROLL CALL VOTES

	002
Baker	Y
Good	Y
Neal	Y
Quinones	Y
Results	4-0-0

REPORTS**a. Director of Financial Services**

Lawrence congratulated the members on the action item. The members asked great questions.

b. Chair

Abu-Elhaija reported that the search committee for the AVP for University Advancement and Program Development is finishing in-person interviews this week. This has been a great experience. Abu-Elhaija encouraged the students to get more involved with Academic Senate and search committee on campus.

**ANNOUNCEMENTS/
MEMBERS' PRIVILEGE**

None.

ADJOURNMENT

The meeting was adjourned at 2:12 p.m.



Maisune Abu-Elhaija, Committee Chair



Deserita Ohtomo, Recording Secretary