

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

**Finance Committee
MINUTES
November 8, 2018**

CALL TO ORDER

Maisune Abu-Elhaija, Chair, called the meeting to order at 1:16: p.m.

ROLL CALL

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

Members Absent: None

Officers Present: Borjas, Lawrence, Torres

Officers Absent: None

Guests: None

* 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. (Baker-m/Quinones-s)

APPROVAL OF MINUTES

The minutes from the October 25, 2018 meeting were approved as presented. (Neal-m/Good-s)

PUBLIC SPEAKERS

None.

TIME CERTAIN

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

**a. Discussion: ASI
Budget Process**

Abu-Elhaija stated that today's activity was to see a sample budget presentation since the presentations are going to be mandatory this year.

The members went through a mock presentation for the fictitious AAPA council.

Abu-Elhaija asked the members for feedback about the mock presentation.

Borjas stated that he would like more historical information by providing 3 years of prior budget information.

Baker asked who would be making the presentation.

Abu-Elhaija stated that there is no requirement of who should be making the presentation. It is up to the group to send a representative.

Good stated that he would like to know how many students are members of the councils.

Good stated that he would also like a more detailed breakdown of the budget requests.

Neal would like the presentations to include how the group would be using all of their budgeted funds and how they came up with the requested amounts.

Torres stated that he would like the presentations to include a graph of budgeted versus spent for prior years.

Abu-Elhaija stated that the groups would have 5-7 minutes to make their presentations.

Neal asked if the members needed to do more research on the budget proposals that they are assigned.

Abu-Elhaija stated that additional research is not necessary. She will try to match the proposals with what the member is most familiar. The members should be encouraged to ask many questions.

Abu-Elhaija stated that the members would be required to thoroughly review their assigned proposals and present their funding recommendations during deliberations. There will not be enough time for the members to deliberate each proposal as they have done in the 2 mock deliberations.

Abu-Elhaija stated the next meeting's budget deliberation exercise would include 2 mock budget proposals assigned to Neal who will give his funding recommendations during the mock deliberations.

Baker asked how many proposals each member will be assigned and how much time will they be given to review before deliberations.

Abu-Elhaija stated that there are 17 councils. The members will be assigned 4 council budgets, but one member will have to review an additional proposal. The assignment will be done prior to the start of the budget presentations.

REPORTS

a. Director of Financial Services

Lawrence reported that he prepared a snapshot of contingency request for the last 3 years.

Baker stated that she would like to see a list of the groups requesting contingency funding and the amounts requested.

b. Chair

Abu-Elhaija reported that if any member who is not feeling prepared for meetings or have questions should contact her and/or Lawrence. During business items, the members should feel safe to ask questions, speak during deliberations and not feel pressured to give full funding or vote yes. There will be one-on-one meetings set up with the members to check in and address any concerns.

ANNOUNCEMENTS/ MEMBERS' PRIVILEGE

Borjas thanked the members for the budget deliberation prep.

Borjas stated that in the new year there are 2 concerns that he wants to address. The first concern is addressing funding for fringe clubs, clubs that are not members of any ICC. If they wish to seek funding, they would have to request contingency funds. It does not seem like an appropriate use of the contingency fund. The idea is having 2 pots of funding available, contingency and other requests. The other concern was the

travel policy. Last year, a student who wanted to attend a conference, but they were not part of ASI or any council. There are no policies for these types of requests.

ADJOURNMENT

The meeting was adjourned at 2:15 p.m.



Maisune Abu-Elhajja, Committee Chair



Deserita Ohtomo, Recording Secretary