

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

<b>Finance Committee MINUTES April 25, 2019</b>
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**CALL TO ORDER** Maisune Abu-Elhajja, Chair, called the meeting to order at 1:23 p.m.

**ROLL CALL** Members Present: Abu-Elhajja, Baker, Good, Neal, Quinones

Members Absent: None

Officers Present: Ansari, Lawrence\*\*

Officers Absent: Aldabazal, Torres

Guests: Shivani Bhagat, Kyndall Lawrence, Morgan Lawrence, Drew Wiley

\* 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/Neal-s)

**APPROVAL OF MINUTES** The minutes from the April 18, 2019 meeting were approved as presented. (Neal-m/Good-s)

**PUBLIC SPEAKERS** None.

**TIME CERTAIN** None.

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**

**a. Expenditure Over \$5,000 Request - ISA** **FC 021 18/19** (Baker-m/Quinones-s) A motion was made and seconded to approve an expenditure over \$5,000 from AICA for the Indian Student Association’s annual culture show to be held on April 26, 2019 at Hope University Theatre.

Shivani Bhagat, Indian Student Association Vice President, spoke about the request.

[Lawrence arrived to the meeting at 1:27pm.]

**FC 021 18/19 4-0-0** The motion passed.

Abu-Elhajja stated that since this item is time sensitive it will be on next week’s Board agenda.

**b. Line Item Transfer Request - CICC** **FC 022 18/19** (Quinones-m/Baker-s) A motion was made and seconded to approve a line item transfer request from the Communications Inter-Club Council (CICC) to move \$435 from 032b-8077 (Travel) to 032b-8074 (Contracts/Fees/Rentals).

Neal asked how much money is in Contracts/Fees/Rentals.

Quinones stated that he did not know the exact number, but they do need these funds for upcoming events.

**FC 022 18/19** 4-0-0 The motion passed.

**c. Line Item Transfer Request - HSSICC**

**FC 023 18/19** (Neal-m/Quinones-s) A motion was made and seconded to approve a line item transfer request from the Humanities & Social Sciences Inter-Club Council (HSSICC) to move \$5,000 from 034b-8077 (Travel) to 034b-8074 (Contracts/Fees/Rentals).

Neal asked how much money is in Contracts/Fees/Rentals.

Good stated that they are almost at 100% in Contracts/Fees/Rentals, and there is quite a bit of money in travel.

Abu-Elhaija asked how much was in Travel.

Good stated that they have about \$13,000. There are 2 student groups that will be requesting funding.

**FC 023 18/19** 4-0-0 The motion passed.

**d. ASI Financial Policy – Funding Provided to Students & Student Groups**

**FC 024 18/19** (Quinones-m/Neal-s) A motion was made and seconded to approve the ASI financial policy concerning funding provided to students and student groups.

Abu-Elhaija yielded to Drew Wiley.

Wiley stated that there were additions added to the policy after the document was sent to the members.

Wiley went over the document.

Abu-Elhaija stated that under Travel there is no mention that the maximum per student per fiscal year is \$500.

Wiley stated that a sentence could be added at the end of 3a. could be “Regardless of inactive or active travel, a student may only receive a maximum of \$500 per fiscal year.”

Good asked if the travel policy, especially with the travel maximum, also apply to ASI.

Wiley stated that they do not specifically, but they do try to be frugal internally. This policy is for external groups.

Quinones asked for an example of a gift under \$50. (4a)

Wiley stated that an example would be a group wants to purchase a gift from the bookstore for their dean.

Lawrence stated that the University has a policy on gifts, Directive 11. ASI follows the threshold of standards in the policy.

Good stated that with the \$500 maximum for travel, his ICC had trouble spending their budget. \$500 is not enough to travel to conferences, and the students cannot afford to pay the difference.

Good asked when the \$500 maximum was established.

Wiley stated that the amount evolved over time. There was a time when students had to contribute at least 25% of the cost of travel, but this became very difficult to organize. Then, the maximum amount was enacted. A few years ago, the policy to recognize inactive versus active travel with corresponding maximum was adopted. The recommendation was to keep the current maximum.

Good stated that it has been years since the \$500 maximum was established, and it should be discussed whether this amount needs to be changed. However, it is a conversation for later.

Neal asked about Speakers & Performers (2c).

Wiley stated that the group could use any contractor. The main point of the statement is that ASI is writing the check to the delivery person or entity.

Baker stated that is the travel maximum did increase, there might be more students who travel, but there might be less students who would be able to travel.

Good stated that if the \$500 cap is prohibiting travel, then they might consider raising the amount.

Wiley stated that travel funding is not to fully fund, but to support students with a portion of the cost since there are not enough funds available.

Good suggested tabling this item so that the Board members can speak with their ICC's.

Abu-Elhajja stated that if they do table this item until next week, it would go to next year's Board for approval.

Baker stated that they still need to have conversations with the ICC's.

**FC 024A 18-19** (Baker-m/Quinones-s) An amendment was made and seconded to add the additional language in the updated policy presented at the meeting and to add a sentence that the travel maximum is \$500 per fiscal year.

**FC 024A 18-19** 4-0-0 The amendment passed.

**FC 024 18/19** 4-0-0 The amended motion passed.

**ROLL CALL VOTES**

	021	022	023	024A	024
Baker	Y	Y	Y	Y	Y
Good	Y	Y	Y	Y	Y
Neal	Y	Y	Y	Y	Y
Quinones	Y	Y	Y	Y	Y
<b>Results</b>	<b>4-0-0</b>	<b>4-0-0</b>	<b>4-0-0</b>	<b>4-0-0</b>	<b>4-0-0</b>

**REPORTS**

**a. Director of Financial Services**

Lawrence reported the following:

- 1) Today is Bring Your Child to Work Day. Lawrence brought his daughters, Morgan and Kyndall.
- 2) Congratulations to the L&PD department for putting together the policy presented today.

- 3) The 990 tax form would normally be reviewed and approved by the Finance Committee before it is approved by the Board of Directors. Due to time constraints, the form will move directly to the Board for review and approval.

Abu-Elhaija asked their special guests to introduce themselves.

Kyndall and Morgan Lawrence introduced themselves.

**b. Chair**

Abu-Elhaija reported the following:

- 1) Abu-Elhaija has finished
- 2) Abu-Elhaija congratulated the members on a good job and amazing year.
- 3) The ASI banquet is tomorrow. Anyone with pictures can send to Ansari.
- 4) Next week is the last Committee meeting. There may be a couple of action items. The budget process debrief will be on the agenda.

**ANNOUNCEMENTS/  
MEMBERS' PRIVILEGE**

Baker stated that the Drag Show is happening today at Housing.

Ansari stated that the members could still send photos. In addition, any music suggestions could be added to the playlist. The banquet is tomorrow.

Abu-Elhaija thanked everyone who showed up to SWANA Week.

**ADJOURNMENT**

The meeting was adjourned at 2:21 p.m.



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Maisune Abu-Elhaija, Committee Chair



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Deserita Ohtomo, Recording Secretary