



## Minutes

### ASI Finance Committee

📅 Thu October 24th, 2019

🕒 1:15pm - 2:30pm PDT

📍 Titan Student Union Board Room

#### I. Call to Order

Brittany Cook, Chair, called the meeting to order at 1:19 pm.

#### II. Roll Call

Members Present: Barillas, Cook, Hanna, Mitchell, Wright

Members Absent: None

Officers Present: Baker, Kalra, Lawrence

Officers Absent: None

Guests: Bhavi Kapadia

\* 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.]

#### III. Approval of Agenda

Decision: The agenda was approved as presented. (Wright-m/Mitchell-s)

#### IV. Approval of Minutes

##### a. October 17, 2019

Decision: The minutes from the October 17, 2019 meeting were approved as presented. (Hanna-m/Wright-s)

## **V. Public Speakers**

None.

## **VI. Reports**

### **a. Director of Financial Services**

Lawrence reported the following:

1. There will be no meeting next week. Lawrence will also be at a conference next week. Members can email Lawrence if they have any questions.
2. The tentative timeline for the 2020-21 ASI budget process will need to be revised. There was something scheduled on March 31, 2019, which is during spring break.
3. With the current issues on campus, it is important to be respectful and cognizant of your peers.

### **b. Chair**

Cook reported the following:

1. Next week's meeting will be cancelled since Cook will be off campus. It will be official when the agenda is posted on Monday.
2. Bridges International has submitted a contingency request for \$1,375 to fund five students to travel. This request is a subsidized amount.

## **VII. Unfinished Business**

### **a. None**

## **VIII. New Business**

### **a. Action: Contingency Request - BICC**

FC 004 19/20 (Wright-m/Mitchell-s) A motion was made and seconded to approve a contingency request from the Business Inter-Club Council (BICC) for \$18,000 to provide extra funding for b-side travel (8077).

Cook yielded to Bhavi Kapadia, BICC VP of Finance/Vice Chair.

Kapadia made a presentation.

Mitchell asked how much was raised with the BICC Bazaar.

Kapadia stated that the clubs made enough to fund some of their needs (scholarships, events, food for events, etc), but it is not enough to support their proposal travel.

Wright asked what other fundraising efforts are planned.

Kapadia stated that the BICC Bazaar is planned for the fall. They are considering having the bazaar during the spring.

Baker asked how the council came up with reimbursing students 40% of their travel expenses. Baker asked if they have considered establishing a maximum per student amount.

Kapadia stated that their constitution states the 40% reimbursement, but they have informed their members about the limited travel funds. The council can amend the amount.

Kalra stated that there was a conversation at the last Executive Senate meeting that the HHDIIC (Health and Human Development Inter-Club Council) was considering transferring funds to BICC. Kalra asked about the status.

**Kapadia stated that the the HHDICC e-board discussed the issue and decided against the transfer.**

**Mitchell stated that in recent years, the ICC has spent as much as \$13,000. Mitchell asked why the council needed \$25,000 this fiscal year.**

**Kapadia stated that the members have not traveled as much. There was more interest from the clubs to travel.**

**Wright asked what other ways the council would raise funds.**

**Kapadia stated that they told their members to look for other sources of funds. They are also interested in transferring a-side funds to their b-side travel.**

**Baker stated that there are 17 funded and funding councils that have already have ASI funding. Contingency funding is also given to clubs that have no other source of funding or for unexpected expenses. Baker asked why the Committee should consider allocating a large amount of the contingency fund to BICC b-side travel.**

**Kapadia stated that their students cannot afford to travel to conferences. They are open to any amount that the Committee would consider. They understand that there are other groups that might need funding.**

**Baker asked if they have asked the Alumni Association for financial support.**

**Kapadia stated that they will look into the possibility.**

**Wright asked how much was left in Contingency.**

**Cook stated that the balance is \$21,711.**

**Wright stated that the Committee should try not to allocate more than half of the contingency fund during the fall semester. If everything is allocated this semester, there will not be funds available for any emergency needs that may happen during the spring semester. The amount should be amended. The council was already given travel funds to allocate to their members. It would not be wise to deplete the contingency fund at this time.**

**Mitchell stated that the amount could be amended to \$6,000. It would give the council \$13,000 in b-side travel funds.**

**FC 004A 19-20 (Mitchell-m/Barillas-s) An amendment was made and seconded to change the requested amount to \$6,000.**

**Kalra stated that there is the possibility the council could transfer funds from their a-side budget to the b-side. Requesting contingency should be the last resort for councils who have already received ASI funding.**

**Baker stated that if this request was approved it would set a precedent. There are other ICC's that did not receive the full amount that they requested for the 2019-20 fiscal year. There may be other requests, like for the ASI food pantry, that would better serve more students.**

**Barillas stated that the HHDICC e-board did discuss the possible transfer to BICC. They did not want to giveaway funds that they might be able to use. The council should look at other possible sources of funding before requesting contingency**

**Cook stated that funds cannot be transferred from one ICC to another ICC.**

**Lawrence stated that the councils are permitted to collaborate on programs or events by using multiple sources of funding. The policy does not apply to the transfer of funds from one ICC to another.**

FC 004A 19/20 (Mitchell-m/Barillas-s) Roll Call Vote: 3-1-0. The amendment passed.

FC 004B 19/20 (Hanna-m/Wright-s) An amendment was made and seconded to change the requested amount to \$5,000.

FC 004B 19/20 (Hanna-m/Wright-s) Roll Call Vote: 2-3-0. The amendment lost.

FC 004C 19/20 (Mitchell-m/Hanna-s). An amendment was made and seconded to change the requested amount to \$2,000.

Kalra asked if the amount would make a big difference.

Hanna stated that it will help.

Wright stated that there are other efforts the council could try to raise funds. It may not be the best time to request contingency.

FC 004C 19/20 (Mitchell-m/Hanna-s) Roll Call Vote: 3-1-0. The amendment passed.

Decision: FC 004 (Wright-m/Mitchell-s) Roll Call Vote: 2-3-0. The amendment motion lost.

**b. Discussion: ASI Budget Mock Application**

Cook yielded to Lawrence.

Lawrence stated that there will be budget training done at future meetings.

Lawrence showed last year's on-line application and a mock budget proposal for a fictitious council.

**IX. Announcements/Member's Privilege**

Kalra stated that she will be attending today's Governance meeting to present the resolution for the ASI food pantry.

**X. Adjournment**

The meeting was adjourned at 2:25 p.m.



Brittany Cook, Committee Chair



Deserita Ohtomo, Recording Secretary

**Roll Call Votes**

	<b>004A</b>	<b>004B</b>	<b>004C</b>	<b>004</b>
Barillas	Y	Y	N	N
Hanna	Y	Y	Y	Y
Mitchell	Y	N	Y	Y
Wright	N	N	Y	N
Cook	Chair	N	Chair	N
Results	3-1-0	2-3-0	3-1-0	2-3-0