

## Minutes

### Finance Committee Meeting

 Thu September 10th, 2020

 1:15pm - 2:30pm PDT

 <https://fullerton.zoom.us/j/91578637457>

 **In Attendance**

### Call to Order

Selene Hanna, Chair, called the meeting to order at 1:17 p.m.

### Roll Call

Members Present: Cortes, Hanna, Murillo, Thomas, Wright

Members Absent: None

Liaisons Present: Hoang, Linares, Nettles

Liaisons Absent: None

Guests: Carol McDoniel, Drew Wiley

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.

[Wright arrived to the meeting at 1:18 p.m.]

### Approval of Agenda

**Decision:** (Murillo-m/Thomas-s) The agenda was approved as presented by unanimous consent.

### Approval of Minutes

8/27/20

**Decision:** (Thomas-m/Cortes-s) The minutes from the meeting were approved as presented by unanimous consent.

## Public Speakers

Members of the public may address Finance Committee members on any item appearing on this posted agenda.

There were no public speakers.

## Reports

### a. **Coordinator, Leader & Program Development**

Nettles reported that the usual practice is to bring an action item to the previous meeting as a discussion item. However, with there being less meetings this semester, that is not an efficient use of time. The members should feel free to ask questions during action items and not to be intimidated or afraid to table an item that needs more discussion or follow up.

### b. **Chair**

Hanna reported that they are working on getting the Executive Senate together. The Committee will be kept updated on the progress.

## Unfinished Business

None

## New Business

### a. **Action: ASI Policy Concerning Corporate Procurement**

*The Committee will consider approving changes to the ASI Policy Concerning Corporate Procurement.*

**FC 001 20/21** (Murillo-m/Cortes-s) A motion was made and seconded to approve the changes to the ASI policy concerning corporate procurement.

Hanna yielded to Nettles.

Nettles yielded to Carol McDoniel, ASI Director of Administration.

McDoniel spoke about the resolution and the changes to the procurement policy.

Linares stated that student leaders who travel are required to submit a written report. Would anything need to be added to the bylaws for accountability purposes? What happens if the student leader does not submit the report?

Nettles stated that this is a difficult area. It is the responsibility of the corresponding staff supporting the student leaders to make sure that the written report is submitted. If the auditors ask for this information, there is no particular control to ensure that the reports are filed.

McDoniel stated that they could not penalize the students financially for not submitted the written report. There are no specific repercussions.

Hanna yielded to Drew Wiley, Director of Leader & Program Development.

Wiley stated that they would have to review the other policies. There are protocols around corporate travel that address requirements and being responsible for living up to the policy and expectations.

Linares stated that the word "waiver" was misspelled on page 4 of the document.

McDoniel stated that they would make the correction, but it was not a significant error that would require an amendment to the motion.

**Decision: FC 001 20/21** (Murillo-m/Cortes-s) Roll Call: 5-0-0 The motion passed.

**b. Action: Resolution on Additional Guidelines for Funding Provided to Students and Student Groups**

*The Committee will consider approving the resolution on additional guidelines for funding provided to students and student groups.*

**FC 002 20/21** (Thomas-m/Cortes-s) A motion was made and seconded to approve the resolution on additional guidelines for funding provided to students and student groups.

Hanna yielded to Nettles.

Nettles stated that the resolution was drafted based on last meeting's discussion and input from the Councils.

Nettles went over the resolution.

Thomas asked if this policy would be forwarded to the Governance Committee prior to going to the Board of Directors.

Nettles stated that the Finance Committee is responsible for reviewing and approving fiscal policies that the Board approves. It is not necessary to go to Governance Committee.

Linares asked how the figures in the fifth resolved statements were determined, in particular, the maximum amount per event. (RESOLVED, that funding for students and student organizations can be used to support the cost of digitally distributed gift cards/certificates and drop shipped giveaways within the limits of \$250 maximum expense per event and between \$10 and \$50 expense per individual item for this purpose)

Nettles stated that they have seen moderate amounts coming from the council requests. For example, the larger groups have larger expenses, like catering. Smaller groups have small expenses, purchases of pizzas and burgers.

Hanna asked if there was a limit, as to how many times the groups could request funding for gift cards purchases for their events.

Nettles stated that there is no limit right now. The councils make this determination as part of their allocation process. Any restrictions would be left up to the councils.

There was no discussion.

**Decision: FC 002 20/21** (Thomas-m/Cortes-s) Roll Call: 5-0-0 The motion passed.

## **Announcements/Member's Privilege**

Wright apologized for being late. It was due to technical difficulties.

Nettles stated that if the students log out and back into the portal, they would see voter registration information. The University helps ASI with this every two years as part of the registration process.

Linares stated that the ASI scholarship applications are live. The deadline to submit is October 9. The links were shared with the Board members on Groups Me. Skylar Soria and Marcus Reveles created an informative video to get the attention of the students. There is a flyer available to share with fellow students.

Hanna stated that if the members would like to add an item to the agenda, they could contact her.

## **Adjournment**

Selene Hanna, Chair, adjourned the meeting at 1:58 p.m.

*Selene Hanna*

Selene Hanna (Oct 20, 2020 10:35 PDT)

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Selene Hanna, Committee Chair

*Deserita Ohtomo*

Deserita Ohtomo, Recording Secretary

**ROLL CALL VOTES**

	001	002
Cortes	Y	Y
Murillo	Y	Y
Thomas	Y	Y
Wright	Y	Y
Hanna	Y	Y
Results	5-0-0	5-0-0