



# ASI Finance Committee Meeting Agenda

Meeting called by: Christopher Koo, ASI VP for Finance  
Date: Friday, September 13, 2019  
Location: U-SU Pasadena Room

Type of Meeting: General  
Time: 12 to 2 p.m.  
Attendees: Committee Members & General Public

- I. Organizational Items
  - a. Call to Order
  - b. Roll Call (Establishment of Quorum)
  - c. Approval of Agenda for Friday, September 13, 2019
  - d. Approval of Funding Committee Report for Friday, August 23, 2019
  
- II. Public Comment: This time is allotted for the public to address the committee regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
  
- III. Discussion Items
  - a. Policy 201 – Finance Committee Code of Procedure: The committee will review the Finance Committee Code of Procedure and discuss best practices.
  - b. Policy 221 – Front Desk Locker Rental Procedures: The committee will review possible edits to rental and coverage period for locker rentals.
  
- IV. Action Items
  - a. Procedure Manual: The committee will take action on the new entries to the Procedure Manual.
  - b. ASI Book Voucher: The committee will take action the new guidelines for the book voucher.
  - c. ASI Audit: The committee will review and take action on the draft of the 2018-2019 audit by CohnReznick.
  
- V. Information Items
  - a. 3&9 Budget Review Prep: The committee will be informed of the revised 3&9 budget quarterly review process.
  
- VI. Report
  - a. ASI Vice President for Finance: Christopher Koo
  
- VII. Adjournment