



# Finance Committee Meeting

## Minutes

Day/Date: Thursday, February 1, 2024  
 Time: 2:00- 4:00PM  
 Location: San Gabriel—USU Room 313  
 Attendees: Finance committee, General Public  
 Type of Meeting: General

**I. Organizational Items:**

- **Call to order by: Andrew Klein, VP for Finance, @ 2:02 PM**
- **Roll Call**

Andrew Klein	Vice President for Finance	Present
Shreyas Belur	Vice Chair for Finance	Present
Yahir Flores	ASI President	Present
Arwa Mohamed Hammad	Vice President for Administration	Present
Santhosh Kumar	Vice President for Academic Governance	Present
Jenny Lucas	Vice President for External Affairs & Advancement	Present
Cindy Nguyen	Chief-of Staff	Present
Jared Blanco	College of Business and Economics Representative	Present
Yadira Tellechea	College of Ethnic Studies College Representative	Present
Carlos Beltran	Interim AVP – Budget, Planning, & Fiscal Compliance	Emelda Becerra was present on his behalf
Frangelo Ayran	Senior Associate Dean of Students	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	ASI Executive Director	Present
Amanda Maldonado	Administrative Coordinator	Present

➤ **Adoption of the Agenda for Thursday, February 1, 2024**

Offered By:	Cindy Nguyen	Seconded by:	Jenny Lucas			
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ **Motion to Table the Minutes for Thursday, November 30, 2023**

Offered By:	Arwa Mohamed Hammad	Seconded by:	Cindy Nguyen			
Motion to Table the Minutes.						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ **Certification of Minutes for [Thursday, November 9, 2023](#)**

Offered By:	Cindy Nguyen	Seconded by:	Jared Blanco			
Motion to approve Minutes. Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**II. Public Forum**

- This time is allotted to members of the public to address the board regarding items not included on the meeting agenda.

**III. Action Items**

- a. [Financial Management Association](#) – 2024 Finance Leaders’ Conference – 2/29-3/01/24 - \$3,00.000
  - Club member explained the College of Business & Economics will be covering the lodging and registration fees. They are now seeking funding only for airfare now.
  - Amanda: We will do 70% of airfare
  - Andrew made it known that him, Shreyas, and Jared are apart of Financial Management Association

**Motion to Approve the Financial Management Association for \$1,465.10**

Offered By:	Arwa Mohamed Hammad	Seconded by:	Jared Blanco			
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- b. [Public Health Association](#) – PHSA T-Shirt Fundraiser – 4/08/24 - \$1,028.20
  - Amanda: We will fund 70% as it is a fundraiser
  - Jared asked how they can collect the funds
  - Frangelo: Clubs can collect funds via cash and check

**Motion to Approve the Public Health Association for \$719.74**

Offered By:	Yahir Flores	Seconded by:	Cindy Nguyen			
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- c. [Folklorico de Aguilas de CSULA](#) – 9<sup>th</sup> CSU Folklorico Showcase 2024 – 2/24/24 - \$2,875.00
  - Club member explained the club’s purpose and the reason for seeking funding. Northridge invited the club to the CSU Folklorico Showcase and right now shoes and skirts are needed.
  - Amanda asked where the items will be stored after the event
  - Barnaby recommends the items need to be stored on campus – advisor’s office, college storage

**Motion to Approve the Folklorico de Aguilas de CSULA for \$2,875.00**

Offered By:	Yahir Flores	Seconded by:	Cindy Nguyen			
Consensus Reached						
Stipulation: Find an location on campus to hold the approved items after the event						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- d. Revision to [Policy 204 – Funding Policy](#)
  - Barnaby went through the revisions made to the policy –

- There was some policy in the price list that should be in the funding policy – 4.7.4 Merchandise
  - We want to be specific and make sure it is clear for the clubs to understand
  - Admission tickets - we will only reimburse for current Cal State LA students.
  - Gift Cards – we want to set guidelines on how gift cards can be used – only for competitive events. The committee can decide what is reasonable
  - Equipment & Supplies – we added more clarity and definitions on what supplies and equipment mean
- Frangelo: We can have clubs use Presence for attendance and that will require CIN or Cal State LA email, which can show how many students attended the event

**Motion to Approve the Revisions to Policy 204 – Funding Policy**

Offered By:	Cindy Nguyen	Seconded by:	Arwa Mohamed Hammad			
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- e. Revision to [Funding Price List](#)
- Barnaby went through the revisions made to the price list
    - Added more clarity under hospitality and it will be up to the committee to see what is reasonable for snacks.
    - Speaker Fees & Honoraria - added that a written acknowledgement is needed from the speaker/presenter
    - Marketing – Merchandise: that was the section that was transferred to the Funding Policy
    - Decorations – added more clarity, again it will be the committee to decide what is reasonable for the event and the estimated student attendance
  - Jared asked if we could provide an template to the clubs and organizations on what a written acknowledgement should look like
  - Amanda – mileage went up from 0.655 to 0.67 per mile on January 1<sup>st</sup>

**Motion to Revise the Mileage to 0.67**

Offered By:	Jared Blanco	Seconded by:	Cindy Nguyen			
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**Motion to Approve the Revisions to the Funding Price List**

Offered By:	Arwa Mohamed Hammad	Seconded by:	Cindy Nguyen			
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**IV. Information Item**

a. [December 2023 Financials](#)

- Dena: The December Financials reflect the last approve budget – 3&9. In Student & University Support Expenses under unallocated/holding that is where we used to hold our reserves, but we changed it and

moved it to the top under Use of Reserves. February’s financials will look a lot differently as we just signed our MOU with the University and are sending payments for the MOU.

**V. Discussion Item**

a. [2023-2024 6&6 Budget](#)

- Dena: Left the 3&9 budget so we can see the difference; this will be the last year the budget will look like this. Moving forward the budget will look similar to the financials.
  - o Revenue – took out the interest in LAIF as it is not revenue we use. LAIF will have its on section in the budget.
  - o Personnel – line-item change to add more to employee recruitment as when we were hiring for the Program Coordinator, we posted the position to a variety of recruiting websites
  - o Corporate Costs – there was small savings in technology equipment
  - o Student Government – there was significant savings in GIAs. We are not reallocating the savings from GIAs as we want to draw down the amount uses from reserves.
  - o Support for Student Programs and Services – no changes

**VI. Reports**

➤ **ASI Vice President for Finance**

- Andrew Klein: Shares that Club Funding Workshop is next Tuesday and coming up is the RFP for the auditors. He is eager to see the impact of the SCORE program compared to our Textbook Scholarship.

➤ **ASI Vice Chair for Finance**

- Shreyas: Shares that he was able to talk to clubs and organizations at City of Orgs on Monday and to promote the Club Funding Workshop.

➤ **ASI Executive Director**

- Barnaby Peake: Shared this semester is all about budgets – today we talked about the 6&6 and soon we will start discussing next year’s 2024-2025 budget as we are waiting for the student fee deposits from this year. There is a decline in enrollment and will affect our budget.

**VII. Adjournment:**

**Motion to Adjourn @ 3:39 PM**

Offered By:	Arwa Mohamed Hammad	Seconded by:	Cindy Nguyen			
Motion to adjourn the meeting at 2:55PM						
Consensus to adjourn the meeting - Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Finance Committee of the Associated Students, Inc., Cal State Los Angeles held on February 1, 2024 at San Gabriel Room—USU Room 313 and were approved by consensus by the ASI Finance Committee on February 29, 2024.

Prepared by:

---

Mariah Garcia, Recording Secretary

---

Cindy Nguyen, Chief of Staff