



Date: Friday, February 14, 2020

Time: 12-2 pm

Location: USU Alhambra Room

Attendees: Committee Members, General Public

Type of Meeting: General

I. Organizational Items:

- a. **Call to Order by, Christopher Koo, ASI Vice President for Finance, at 12:01.**
- b. **Roll Call (Establishment of Quorum)**

Christopher Koo	<i>Vice President for Finance</i>	Present
Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Jacquelyn Acosta	<i>President</i>	Present
Teady Ochoa	<i>Vice President for Administration</i>	Present
Diana Chavez	<i>Vice President for Academic Governance</i>	Excused tardy @ 12:15pm
Joceline Rivera Jimenez	<i>Vice President of External Affairs & Advancement</i>	Excused absence
David San	<i>Secretary/Treasurer</i>	Present
Betty Kennedy	<i>University President Designee</i>	Present
John Tcheng	<i>CFO Designee</i>	Unexcused tardy @ 12:02pm
Ryan Yoo	<i>Associate Chief Justice</i>	Present
Christopher Johnson	<i>Staff Support Director</i>	Unexcused absence
Dena Florez	<i>Office Manager for Administration and Services</i>	Present
Guests of the Gallery		

c. Approval of Agenda for Friday, February 14, 2020

Offered By:	Jacquelyn Acosta	Seconded by:	Teady Ochoa
Christopher K. said that the club should go first instead of them having to wait for the presentations to finish.			

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Offered By:	Jacquelyn Acosta			Seconded by:	Teady Ochoa	
Amendment to move Action Item A to after public comment.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
Motion to approve the agenda for Friday, February 14, 2020.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. **Approval of Minutes for Friday, January 31, 2020**

Offered By:	Teady Ochoa			Seconded by:	Jacquelyn Acosta	
Motion to approve the minutes for Friday, January 31, 2020.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

a. **Approval of Minutes for Friday, November 22, 2020**

Offered By:	Tu Nguyen			Seconded by:	Jacquelyn Acosta	
Motion to approve the minutes for Friday, November 22, 2020.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

II. **Public Forum – Allotted for members of the public to address the committee.**

None

III. **Action Items:**

a. **National Association for Music Education - California All-State Music Education Conference - 2/20 - 2/22 - \$3,000**

- i. A club representative presented about the event they will be attending and how it will benefit the music education students.

Offered By:	David San			Seconded by:	Jacquelyn Acosta	
Motion to approve National Association for Music Education - California All-State Music Education Conference for \$2,123.79 .						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

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b. **6&6 Operating Budget**

Offered By:	Jacquelyn Acosta			Seconded by:	Teady Ochoa	
Motion to approve the 6&6 Operating Budget .						
Offered By:	Jacquelyn Acosta			Seconded by:	Teady Ochoa	
Motion to add \$2,200 to the Lease and Technology Related line item for the iPads and their cases with the stipulation that better estimates are provided for the purchase.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
Offered By:	Teady Ochoa			Seconded by:	Jacquelyn Acosta	
Motion to add \$3,553.27 to Student Support and Program and Advocacy.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
John mentioned that most of the investment earning will most likely not materialized. He explained that the estimated amount will most likely not be fulfilled fully. He said that a more accurate amount would be \$3,000.						
Offered By:	Tu Nguyen			Seconded by:	Jacquelyn Acosta	
Motion to reduce the Interest line item from \$16,000 to \$3,000.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

IV. **Discussion Items:**

- a. **Time Certain [12:15]: The committee will hear a special presentation from the Veteran's Resource Center.**
- i. Cesar Gonzalez presented about the Veterans Resource Center
1. Long history with ASI and the VRC working together.
 2. Understands the importance of the relationship between ASI and the VRC.
 3. In the Fall Semester, there were 653 military connected students – veterans and veteran dependents.



4. Asking for funding for a variety of programs hosted by the VRC like the Veterans day Ceremony, Coffee Hour at the VRC, Student to Professional Workshop Series, Woman Veterans' Appreciation Luncheon, and the Veteran's Graduation Dinner.
 5. Solely relied on Student Success fees and the budget is very limited.
- ii. Jacquelyn asked about what the current budget of the VRC is
1. Cesar answered that the budget is \$22,248.00 and the operational budget is \$7292 for the academic year.
- b. **Tax Returns- The committee will discuss our Tax Return for approval next Finance.**
- i. Lisa Cummings presented on the Tax Returns and what the 990 Form meant.
1. Form is filed by most non-profits in order to report financial and nonfinancial information to the IRS. Requires a little more information on transparency for the public.
 2. Typically, the primary source of information to see how an organization is doing. Can be used as a marketing tool to tell the organization's story.
 3. The core 990 is 12 pages and there are also schedules that go along with these pages depending on how questions on the core 990 were answered.
 4. Page 1 snapshots key financials and operation expenses.
 5. Page 2 is the three largest programs based on expenditures that ASI has.
 6. Next several pages are the questions that will determine the type of schedules that will be attached.
 7. Page 6 is an important section regarding the voting members and documentation of Board Meetings.
 8. Section B is not required by the IRS, but they are meant to show the best practices of the organizations. ASI answers yes to most of the questions which is good.
 9. Schedule O is for things that require additional exposure.
 10. Page 7 is a list of people who served on the Board. Includes outgoing members.
 11. Page 9, 10, and 11 is just financial information.

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12. Page 12 is the core 990 and then it moves into the Schedules. ASI easily passes the public support test requirement.
 13. Schedule D is additional financial information that the 990 requires.
 14. Schedule I is the list of student grants and scholarships.
 15. Schedule L is the list of transactions that were between the Board.
 16. Schedule R is related organizations to ASI. Page 3 summarizes transactions between related organizations.
- ii. Christopher K. said that the Tax Returns would go up at the next Finance.
- c. **Environmental Policy Committee - The committee will hear a proposal from the EPC Chair.**
- i. Ugbad Farah presented about the Environmental Policy Committee's funding proposal. For the Weeklong Earth Day Celebration.
 1. Goal is to increase environmental literacy and awareness on campus. Not just by staff, but students as well.
 2. ASI does promote sustainability, but not enough money is allocated for the special program.
 3. Reason behind the event is because the Sustainability Tracking Assessment Report (STARs) every three years. Cal State LA scored low on campus and public engagement.
 4. For the budget breakdown, the first day contains different workshops that will cost \$150-\$200 each.
 5. Second Day is a documentary screening in the USU Theatre. Most of the budgeting was based on the past three years of the EPC.
 6. There are eco-friendly and eco-conscious food vendors that are more on the pricey side but fall within the goals of the EPC.
 7. An eco-friendly and environmental justice panel planned for the fourth day.
 8. Total requested amount is the amount needed to completely fund the event with the amount the EPC already has.



- ii. Tu asked if it would be the last event and Ugbad answered yes.
 - iii. Teady said that since it would be the last event, any future events that might need funding like habitat restoration events would not be able to receive funding. Ugbad answered that they are going to try and still have those events but be as frugal as possible with spending.
 - iv. David asked about a license needed for showing the movie. Ugbad answered that they have already sorted that out by communicating with the group that produced the movie.
- d. **iPad Proposal- The committee will hear a proposal from the Office Manager to purchase new iPads.**
- i. Dena talked about purchasing iPads in order to utilize the Checkpoint system in order to better analyze and evaluate events.
 - 1. Will also be useful because of their portability with collecting data around campus.
 - 2. Will still need to talk to IT in order to look at prices.
 - 3. Asking to add funds to the least equipment because the iPads would be a good expense to better evaluate events and help satisfy ASI's strategic plan.
 - ii. Diana asked about more information about Checkpoint since it was the main reason for purchasing the iPads.
 - iii. Jacquelyn asked about the price and storage differences when looking at the estimates for the iPad and iPad mini. Dena answered that the iPad mini did not have 128gb option while the iPad had that option.
 - iv. Jacquelyn asked what other storage would be needed if we would be primarily using Checkpoint.
 - v. Betty said that Student Life can loan out iPads, but then the problem would be a demand thing. There is only a small stash so they might not be available during certain events. Betty also said that the iPads can provide useful data on analyzing data for increases in funding because they would show how successful events are. Can also be used for elections. There may be other reasons for the mobile way of collecting information.
 - vi. Teady asked if we did not have to get the newest model in order to save money. Dena answered that we can ask the IT for a suggestion once it will get approved.



V. Reports

- a. ASI Vice President for Finance: **Christopher Koo**

VI. Adjournment

Offered By:	Jacquelyn Acosta	Seconded by:	Teady Ochoa			
Motion to adjourn at 1:25pm.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, February 14, 2020, in the USU Alhambra Room. Consensus by the ASI Finance Committee on Friday, March 13, 2020.

Prepared by:

DocuSigned by:

Tu Nguyen

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Tu Nguyen, ASI Vice Chair for Finance

DocuSigned by:

David San

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David San, Secretary/Treasurer

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