



# Finance Committee Meeting

## Minutes

Date: Friday, September 27, 2019

Time: 12-2 pm

Location: U-SU San Gabriel

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 12:00 pm
- b. Roll Call (Establishment of Quorum)

<b>Christopher Koo</b>	Vice President for Finance	Present
<b>Tu Nguyen</b>	Vice Chair for Finance	Present
<b>Aaron Castaneda</b>	President	Present
<b>Teady Ochoa</b>	Vice President for Administration	Present
<b>Jacquelyn Acosta</b>	Vice President for Academic Governance	Present
<b>David San</b>	Secretary/Treasurer	Present
<b>Dena Florez</b>	Office Manager for Administration and Services	Present
<b>Betty Kennedy</b>	University President Designee	Excused Absence
<b>John Tchong</b>	CFO Designee	Unexcused Tardy at 12:03pm
<b>Christopher Johnson</b>	Staff Support Director	Present
<b>Ryan Yoo</b>	Associate Justice	Excused tardy @ 12:02pm
<b>Guests of the Gallery</b>		

### c. Approval of Agenda for Friday, September 27, 2019

<b>Offered By:</b>	<b>David San</b>	<b>Seconded by:</b>	<b>Jacquelyn Acosta</b>
<p>Motion to approve the agenda for Friday, September 27, 2019.            Aaron: asked about discussing the Travel Policy            Christopher: does not want to discuss it until discussions with everyone is done. Will be making announcements about it later in the meeting.</p>			

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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**d. Approval of Minutes for Friday, September 13, 2019**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>				<b>David San</b>
Motion to approve the agenda for Friday, September 13, 2019. David: Why are the dates incorrect at the end? Tu: Clarifies the questions and says it will be fixed and resubmitted with the correct date.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**e. Approval of Funding Committee Report for Friday, September 20, 2019**

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>				<b>Aaron Castaneda</b>
Motion to approve the Funding Committee Report for Friday, September 20, 2019.						
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. Policy 221 - Front Desk Locker Rental Procedures**

- i. Amanda presents changes made to the locker rental procedure.
  1. Changed language for the dates to be based on the Academic Calendar
  2. Redid the approved how identification is verified
  3. Changed renter/customer to Cal State LA Student

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>				<b>Jacquelyn Acosta</b>
Motion to approve <b>Policy 221 - Front Desk Locker Rental Procedures.</b>						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**IV. Discussion Items:**

**a. Policy 204 - Funding Guidelines**

- i. Christopher K. talks about the proposed changes present in Policy 204. Changed that there does not have to be a vendor invoicing 3 weeks in advance.

- ii. Tu talked about changing the RPP date from 10 business days to 5 and simplifying the language for the ASI logo on fliers
- iii. Christopher K. said that the unallocated line is simplified.

**b. Policy 226 - Funding Sub-Committee Code of Procedure**

- i. Christopher K. talked about changing the quorum requirement from the current hard number and 50% to just 50%. Also, there is a change to fully disallow conference calls and allow any club representative to present for their club.

**c. Direct Funding Allocation Guidelines**

- i. Christopher K.: The only edited is that the revenue part of submitting an RPP is no longer required.

**V. Reports**

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

- i. Met with ?? to talk about ASI liability with club travel. Concluded that funding for club travel should not be a big issue
- ii. Christopher J.: asked about the liability forms that are required
- iii. Christopher K.: If it passes CSI's liability process, it waives the responsibility from CSU, which results in us
- iv. John: Even if ASI is its own entity?
- v. Aaron: Need to follow up on the risk management assessment. Getting started with the conversation currently. Needs to have continued conversations with risk management. More clear information.
- vi. Christopher K.: Not all questions were answered. Intents to follow up on continuing the conversations. Initial thoughts is that it should be ok to fund.

**VI. Adjournment**

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>	<b>David San</b>
<p>Teady: Asks about submitting a form from personnel committee.                  Aaron: VPA is supposed to submit a report.                  Christopher: has the numbers, will work with Teady</p> <p>Aaron: Announcement about the meeting with the President will be in the Soren Room.                  Motion to adjourn at 12:21 pm.</p>			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>	

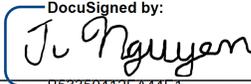
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**CERTIFICATION**

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Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, September 27, 2019 in the U-SU San Gabriel Room. Consensus by the ASI Finance Committee on Friday, October 11, 2019.

Prepared by:

DocuSigned by:  
  
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**Tu Nguyen, ASI Vice Chair for Finance**

DocuSigned by:  
  
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**David San, Secretary/Treasurer**

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