Chair, Nathan Jones, has called a meeting of the Finance Committee on November 28th, 2017 at 2:00 pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 2:09 pm

II. Roll Call
VP of Finance: Present
VP of External: Present
Freshman Rep: Present
Ethnic Studies Rep: Excused
Business Rep: Present

Motion to go out of the orders of the day starting with item A.
Moved by Business Rep, Seconded by Freshman Rep
No opposed. No abstentions. Motion passed.

III. Approval of Agenda
Motion to approve the agenda for November 28th, 2017
Moved by VP of External, seconded by Freshman Rep.
No opposed. No abstentions. Motion passed.

Motion to table old business item A. and D.
Moved by Freshman Rep, Seconded by VP of External
No opposed. No abstentions. Motion passed.

Motion to add New Business item E. BSU special Event ABC, and New Business item F. Korean Student Association
Moved by VP of External, Seconded by Business Rep
No opposed. No abstentions. Motion Passed.

IV. Approval of Minutes
Motion to approve the Minutes for November 14th, 2017
Moved by Freshman Rep, seconded by Business Rep. 
No opposed. No abstentions. Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
None
VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
None

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session

VIII. Old Business

a. BSU
The Committee discussed the BSU ABC special event. BSU gave the committee a list of items they would want to have provided by ASI. The following items would be provided in kind services:
- Printing materials
- Cameras, video cameras (ASI Production), walkie talkies
- Notepads, pens, wristbands, meeting spaces in C.C
- Tshirts
- Drawstring bags
- Landyards
All of the items listed are separate from the 8,000 which is strictly cash donation.
The committee discussed that they weren't completely comfortable to provide conference swag but, if ASI does decide to do the conference swag they need to figure out where the budget would come from. The conference said we can give ASI swag to the org but, no purchasing of new items. Edina said to respond that we can not handle the conference swag but, they can do printing, spaces but, the committee will need to be given a list of items, details on printing that way there is enough time for SFSU print shop to get these items done in a timely matter. Edina stated that the committee needs to ask specific questions to find out how much ASI will be spending on the kind services list. Clarity for all the items listed in full detail will help determine what ASI can and cannot handle or complete.
Staff members Edina and Veronica both stated that they will need to keep reports of staff, hours worked, all work and time reported to keep track of what ASI has done with this event. The committee's goal is to be organized to the point of keeping this event as one line item. Another update: U-Corp is setting up their account and once they receive Jackie's signature, they will be able to move forward with the funding of 8,000. BSU received $500 from the college of Ethnic Studies $8,000 from ASI, and $15,000 SAEM. Edina will have to update the insurance policy because this event is so huge. Ivy suggested a meeting with them to go over the details of the services. Edina stated that April, Mark and Alejandro should be included on all further meetings, email threads and other information on all BSU ABC special event.

B. National Pan Hellenic Council
The committee discussed the National Pan Hellenic Council. They are not registered as a council under UGC therefore, ASI can not handle any funding or approve the budget proposal. National Pan Hellenic Council did not know they were not registered. Their event is on December 8th and the committee stated that based on time and the fact that the council is not registered ASI will not be able to fund the event this time.

C. Lambda Theta Phi
The committee was not able to meet with Lambda Theta Phi. They did not show up for the 3rd meeting in a row. Ivy reached out and still no response.

IX. New Business

A. Holistic Health
Two members from the Holistic Health Club presented their funding proposal to the committee. The club promotes health and wellness on campus. They hold multiple events and tabling experiences on campus by hosting Massage hours, game's, artwork, and other fun interactive activities for students on campus. The biggest event of the year is on Nov 30th. They will have different interactive activities for students. The club is requesting a full 1,000 for special events to fund food, to help bring people to the events, flyers and posters. The students of the Holistic Health club run a library based on Holistic Health topics. The library is health in HSS 329 and is open to all students. The
club offers Hot Tea to anyone who visits their library. For the event, students will bring food and typically the club will reimburse the students as long as they bring their receipt to the club. Most of the time the students will purchase food from Safeway. The club hosts yoga circle, which they would need supplies for such as yoga mats, massage hour, equipment can get expensive. The committee stated that equipment can get tricky when it comes to student orgs. ASI does not fund equipment unfortunately. The org asked if the $100 for equipment can be moved to the books. But, ASI can not fund equipment but, they can fund items such as events and operating supplies. Since the library is housed in HSS the college should be funding items such as equipment and books. The org stated that ASI has funded the books every year prior to this year. VP of Finance stated that although we may have funded books in the past - it does not follow ASI’s org funding policies and unfortunately they will not be able to fund the books but, they’re willing to fund more in other areas if necessary. The org said they would update the funding proposal and use the funds for 2 events as opposed to 1 event to compensate for the money they will not receive in books. The club stated that every 2 weeks they have speakers come in and the speakers receive a stipend for their time. The club would use the 1,000 on two separate events. The $250 from equipment and books will go towards guest speakers. The committee reminded the club that all flyers must have ASI logo on them. The club’s events will be marketed through Facebook and Orgsync - SFSU Holistic Health, SF Gators and usually by, Word of Mouth.

**Discussion:**
The committee stated that the word “reference” was the key word that allowed the funding to happen last year for the books. They were coded as “reference materials”. The committee went into discussion about what materials are considered reference materials and which are not.

**Operating Budget:**

The club asked for funding for Holistic Health network flyers, event posters, more art supplies for events, they would be purchased from Staples. The committee stated that the club will send their detailed list of supplies needed to the business office and from there the business office will handle all the ordering. The latest the org will hear from ASI will be December 14th.

**Motion to approve $400 to the Holistic Health Network for their operating budget the guest speaker.**

**Motion to approve $1000 to the Holistic Health Special event excluding equipment and books**

Moved by Freshman Rep, Seconded by VP of External

No opposed. No abstentions. Motion passed.

**Motion to go back into the orders of the day to the approval of the agenda**

Moved by Freshman Rep, Seconded by Business Rep

No opposed. No abstentions. Motion passed.

b. Korean Student Association

Two representatives from the Korean Student Association presented their budget proposal to the committee. Since the college does not provide classes to teach the Korean language the club offers a weekly teaching ceremony. The club is asking for funds to cover Reference Materials including the following:

- Korean flashcards
- My daily routine in Korean
- My first 500 Korean words
- Korean slang expressions
- Korean phrasebook for travelers
- Cook Books

The club is also asking for standard materials such as dry erase boards, calendar, markers that they will order from Staples. The committee reminded the club that all items from staples will be ordered from the business office and asked them to send a full detailed list to the business office.

**Discussion:**
Since the college does not offer Korean classes the Korean Student Association offers Korean teaching ceremonies weekly. Therefore the Korean Learning materials are considered Reference materials that ASI can fund.

Motion to approve the Korean Student Association with $304.60 for their operating budget
Moved by VP of External, Seconded by, Freshman Rep
No opposed. No abstentions. Motion passed.

c. Phogs:
Two representatives from PHOGS presented their budget proposal to the committee. Full funding for both operational and special events. The printing costs, members research posters $475, paper/ copies for event flyers and promotional materials.

Special Events budget breakdown:
- Job application workshop
- Professional development
- Food
- SFSU catering company
- Speaker & Photographer for headshots - the org will be handling those costs through fundraisers

The org asked for suggestions for photographers, the chair, Nathan Jones, stated that the business office should have a list of photographers that have worked in the past for ASI or other orgs. The org has $84 listed for a photographer but, they want to handle that in house instead. The chair stated that any stipends for photographer funding or awards can not be given to students, staff or faculty but, can be alumni or anyone outside of the org.

Discussion:
The committee will fund the full amount of $1,000 for Phogs.
Moved to approve $500 to PHOGS for their operating budget
Moved by Freshman Rep, Seconded by VP external
No opposed. No abstentions. Motion passed.

Moved to approve $1000 to PHOGS for their special event
Moved by Freshman Rep, Seconded by VP of External
No opposed. No abstentions. Motion passed.

d. Gospel Gators: Special Event
The President of the Gospel Gators presented their budget proposal to the committee. He gave a brief history of the Gospel Gators, in the beginning the org only had 7 members and now they’re up to 40-100 members. The funds requested are for the Spring 2018 concert. Normally they have a band to perform along the side of the gospel. The org would like to make the change to give each performer $200 and one performer $400. The goal is to “Change lives one person at a time”. Fundraising events happen as well to help fund their events. Their mission is to embrace all people on campus. None of the performers are students all are outside performance. In the past the events should have received more funds but because of the inconsistency of events in a solid amount of years in a row will result in a decrease in funds. The committee stated that it takes 10 consistent years for an org to become historical - as in 10 years historically to see if the org has requested funds and received the funds. The event should take place in the month of May 2018. On December 14th the org will be notified as to whether or not they received the funds.

Discussion:
Moved to approve 1,000 to Gospel Gators
Moved by Freshman Rep, Seconded by VP of External
No opposed. No abstentions. Motion passed.

e. Muslim Student Association: Special Event “Fast-A-Thon”
Two representatives from Muslim Student Association presented their funding proposal to the committee.
The funding would go towards beverages such as soda, water bottles from costco, a speaker from off campus, food from MULA, utensils, lighting and decor for the stage, cake, napkins. All marketing flyers will be printed at the SFSU print shop. The event will be held in Jack Adams hall. The club is asking for a total of 1500. Their goal is to
bring as much awareness about Islam to the campus by sharing their culture.

Discussion:
Moved to approve $1500 to Muslim Student Association
Moved by, Freshman Rep. Seconded by, VP of External
No opposed. No abstentions. Motion passed.

F. iMSA
The President of iMSA presented their budget proposal to the committee. They are requesting a total of $500 for their operating budget. The operating budget includes funding for: Mugs, flyers, large banner, imsa backdrop, general office supplies. The mugs are for guest speakers. The flyers, banners, and backdrop will be ordered online.

The general office supplies will be purchased through Staples since it is recommended by ASI. The committee stated that iMSA will create a list of supplies and give it to business office to be purchased. The flyers will either be printed on campus or off campus, the committee stated that it is easier for ASI to go through vendors in the building.
iMSA said if it's easier to use on campus printing they can go through print shop. The org will be notified by December 14th with information on their funding approval.

Moved to approve $500 to iMSA operating budget
Moved by Freshman Rep, Seconded by VP of External
No opposed. No abstentions. Motion passed.

G. Player’s Club
The player’s club did not show up.

Motion to table Old Business item C. and New business item C. until further notice
Moved by Freshman Rep, Seconded by VP of External
No opposed. No abstentions. Motion passed.

X. Adjournment

Motion to adjourn meeting at 3:55pm
Moved by VP of External, seconded by Freshman Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Nathan Jones

Respectfully submitted by: Gabrielle Guerrero