Chair, Nathan Jones, has called a meeting of the Finance Committee on Wednesday, July 25th, 2018 at 9:00am – 11:00am in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 9:15am.

II. Roll Call
VP of Finance – Present
Graduate Rep – Present
Senior Rep – Present
Junior Rep – Excused
LCA Rep – Late (Excused)
Education Rep – Present

III. Approval of Agenda
Motion to approve the agenda for July 25th, 2018
Moved by Grad Rep, seconded by Senior Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for April 17th, 2018.
Moved by Grad Rep, seconded by Education Rep.
No opposed. No abstentions. Motion passed.
Motion to approve the Minutes for July 11th, 2018.
Moved by Senior Rep, seconded by Grad Rep.
No opposed. No abstentions. Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No Announcements

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No Public Comment

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. 2017/2018 Fiscal Year 4th Quarter Report (Action Item)
The Committee will discuss and review the 4th quarter report for the 2017-2018 fiscal year.

VP of Finance

b. Investment Policy (Discussion Item)
The Committee will discuss and review the new investment policy, and a timeline for creating and writing the new investment policy.

Edina Bajraktarevic, AED of Business Administration & Finance, proposed to the Finance Committee about conducting a working meeting to go over the investment policy instead of preparing a draft. She proposed a 5-month process, where a portion of the investment policy is addressed each month. The timeline of the Review of Investment policy will include discussion of KCM, the size of portfolio and performance, rules & regulations on how AS is allowed to invest, and reasons for the investment policy. VP of Finance inquired the committee on how to address this issue, with options between the short-cut or long process. Grad Rep and Education Rep showed interest in selecting the longer process in order to learn and vet through the investment policy to form a greater understanding about the importance of the investment policy.

IX. New Business
a. Student Organization Funding Handbook (Discussion Item)

The Finance Committee will discuss the current Student Organization Funding Handbook and potential edits and changes.

VP of Finance presented the current draft of the AS Student Org Handbook Working Document to the Committee to ask for input on how to improve the Student Org Funding Handbook. Education Rep suggested making a more comprehensible visual for incoming freshmen or new students who may be interested in Student Org funding, thus making it more user-friendly. AED of Business Administration & Finance suggested creating a video that shows a walk-through of the Student Org Funding and also providing the PowerPoint presentation available to the public. VP of Finance also announced that he will make this presentation for the Student Leadership Symposium mandatory for each student organization. The 11th Annual Leadership Symposium will be held on Saturday, September 8th, 2018 from 9:30am to 3:15pm. VP of Finance reported the changes he has already made to the document, especially in regards to “fine of 10% of the AS allocation.” VP of Facilities & Services suggested changing the language to “you will be penalized if you do not include the AS logo.” Education Rep suggested creating an archive that contains the old flyers that have included the AS logo for sponsorship. VP of Finance also informed the committee that the OrgSync form should include that documentation for funding, flyer proposals, and etc., if not yet included.

LCA Rep entered the room at 9:41am.

AED of Business Administration & Finance informed that the chances of becoming a historical organization is very slim, that the committee needs to find a way for the student orgs to work with AS to come up with a better process to fund student organizations. AS needs to find a more sustainable approach to these organizations. Education Rep suggested speaking to the historical orgs to discuss about how to have sufficient graduation. AED of Business Administration & Finance reported that there is a $25,000. Historical Org Rep will be included in the board next year. She suggested to have organizations register as a historical organization, which defines what impact that they may have in the community.

Senior Rep exited the room at 9:50am.
Senior Rep entered the room at 9:54am.

There are currently only 10 organizations that have historical org status and they all receive for $4,000 of the $100,000. There are only 5 organizations which will receive funding from the graduation funds. VP of Facilities & Services suggested giving out a survey to obtain the estimate of annual budget of what each organization needs (events, graduation, etc) to determine whether or not funding needs to be increased; understanding the cash flow of student orgs. AED of Business Administration & Finance stressed the importance of how political this process may get when it comes to granting funding for organizations. Education Rep suggested that AS can provide funding for insurance, security, and space. AED of Business Administration & Finance responded by trying to consider what is a reasonable amount to provide for the organization. VP of Facilities & Services suggested that the AS student government could lobby with the university to allocate space or supplies to lessen the costs for certain events or graduation. VP of Finance highlighted two issues: how to make an historical organization, determining the top three items that organizations need for funding and then lobbying the university to cover those costs.
Veronica Castillo, **Interim Sr Director of Finance**, reported that the university is currently conducting an audit report that will address the costs and revenue, which also includes the requests from historical organizations. **VP of Finance** asked the committee for ideas of what should be considered a historical organization. **Education Rep** suggested that if the organization has a room on the Terrace Level, they should be considered a historical organization. **VP of Facilities & Services** suggested that events that have been taking place for the past 10-20 years should be considered. She also stated that to have organizations stress on the importance or the impact that a specific event will have on the student body will determine the funding they receive. **VP of Finance** suggested creating an application with questions for student orgs to answer, and also that the committee should determine who would be responsible for accepting applications. **AED of Business Administration & Finance** stressed how important assemblies or town halls are to allow student organizations to address their issues and concerns and determine which of those are important to allocate funding for. She will attempt to have this approved at the next meeting on August 8th, 2018.

b. **National Student Leadership Diversity Conference (Discussion Item)**

The Finance Committee will discuss the National Student Leadership Diversity Conference (NSLDC), to be held February 8-9, 2019, the potential of co-sponsoring the event, potential liability issues and funding the event.

AS would be requested to provide the space and discuss obtaining liability waiver funds for this event. **VP of Finance** shared that the committee can decide what they want to fund for an event, and that funding usually is in the form of space for certain events. **Graduate Rep** informed the committee on the purpose of the event.

c. **Student Leadership Symposium Co-Sponsorship (Discussion Item)**

The Finance Committee will discuss a potential co-sponsorship between ASI and SFSU Student Activities and Events for the Annual Leadership Symposium for Student Organization Leaders.

**VP of Finance** reported that all student orgs can reserve any space for free and the university will pay for the space. He had a meeting with Larry Birello, and he asked if AS could sponsor the symposium, and if so how to run, manage and plan a meeting. **VP of Facilities & Services** stressed that it should be reiterated that almost every event is designed specifically for students on campus. **AED of Business Administration & Finance** reported that these type of funds and expenses have increased costs for the AS organization when we interact with the department of Administration and Finance. AS needs to make sure that it is compensated for the space provided and ensure accessibility to our students. **AED of Business Administration & Finance** responded that she does not think it is appropriate for the organization to provide funding and space for this event because AS is billed for all that is used on this campus. The Committee formed a general consensus not to provide funding for space for the symposium.

**VP of Finance** shared about Nick Cordexi, who works in Sustainability and is involved in a bike share program called Motivate. He plans to invite Nick to attend a Board Meeting to share about his initiative to the board. He’s trying to waive that fees involved by seeking city or state grants to cover those fees. **Grad Rep** expressed her support for this program to encourage bike sharing on campus. **VP of Finance** also mentioned the Bike Barn which is no longer active on campus, which could be utilized for this program.

X. Adjournment

Motion to adjourn meeting at 10:45am.
Moved by Grad Rep, seconded by Education Rep.
No opposed. No abstentions. Motion passed.

Approved by: Nathan Jones

Respectfully submitted by: Theresa Khong