Chair, Nathan Jones, has called a meeting of the Finance Committee on August 8th, 2018 at 9:00 am – 12:00 am in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 9:12 am.

II. Roll Call
VP of Finance – Present
Grad Rep – Present
LCA Rep – Present
Senior Rep – Excused
Education Rep – Present
Junior Rep – Present

III. Approval of Agenda
Motion to approve the agenda for August 8th, 2018.
Moved by Grad Rep, seconded by Education Rep.

The following changes have been made to the agenda:

New Business Item a. Student Org Funding Assembly/Committee.
Moved Education Rep, seconded by Grad Rep.
No opposed. No abstentions. Motion passed.

Table New Business Item b. Investment Policy.
Moved by Grad, seconded by Junior Rep.
No opposed. No abstentions. Motion passed.

No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
No minutes to approve.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
Edina Bajraktarevic, AED of Business Admin & Finance, will have to leave at 10:00 am for another meeting.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.

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 stated did not hear anything from Veronica Castillo, Interim Senior Director of Finance, but he confirmed there will be an update soon.
b. Investment Policy (Discussion Item)

The Committee will discuss and review the new investment policy, and timeline for creating and writing the new investment policy.

-Tabled to Next Meeting-

c. Student Organization Funding Handbook (Discussion Item)

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

The Finance Committee discussed the student organization funding handbook as well as the current changes that have been made to it. VP of Finance noted the removal of specific dates to make it more long term instead of remaking the handbook every single year. He also mentioned that he removed the bolded letters from the positions. AED of Business Admin & Finance explained that she changed the section under “Organization Funding Q&A” where it says that AS allocates $100,000 to say each year instead of just the 2018-2019 school year. She suggested to brainstorm to decide what policies should be changed each year. Also, in the same section it will be read as “fiscal year” instead of “academic year”. The dates of the fiscal year will also be included. VP of Finance mentioned stated that wherever it says Finance committee it also says student organization funding assembly. AED of Business Admin & Finance suggested of having two the two be identified in the handbook because they are two separate things. If it is not changed then the Bylaws would have to be changed. The Committee suggested that the student organization funding assembly be changed to a committee. Grad Rep brought up the idea instead of becoming a committee it could become a forum instead. AED of Business Admin & Finance suggested that it be an assembly because it could be added without changing the AS Bylaws. She also suggested of working with the University Affairs Committee in order to create a new assembly. Her staff could prioritize recreating the staff structure chart and analyze the bylaws and any necessary changes. VP of Finance stated that he will keep it as student organization funding assembly for now. For Important Deadlines, it states certain times of the month instead of stating specific dates. For requesting of funding, it states that they will have 42 calendar days 6 business weeks to request it. AED of Business Admin & Finance clarified that for the Funding Policy should be removed from the handbook and be created as a completely separate policy. She recommended that the whole entire handbook be changed to one policy. The Funding Policy would be called “Policies and Procedures” and the handbook will be called “Student Org Funding Policy & Procedure”. This would be able to sit under their government policies. VP of Finance also stated that he added a paragraph for memorandum of understanding. Education Rep suggested that we encourage student orgs to use OrgSync for mass communication. VP of Finance voiced that the Committee may not have the power to enforce certain ways of communication for mass orgs. If they want this to be enforced, they would need to contact the person in charge of the orgs. AED of Business Admin & Finance declared that the campus is moving away from OrgSync. She also recommended that a memorandum of understanding template be attached to the back of the document and in the paragraph discussing the memorandum of understanding could have a section referencing the template in the back. For events, it has been removed to submitted up to nine months in advanced of the event within the same fiscal year. The increase of up to 20% has been removed. Education Rep talked about how historical events that have been going for at least ten years should to qualify as a historical event. The responsibility subsection has been removed from the funding procedure section. The letter of authorization has been removed because the signature authorization form serves the same purpose. The Vendor Data Record could be removed from the document but be kept for the staff to take and review internally. Education Rep clarified that formatting changes need to be done by Christine Amador, Admin Assistant to AEDBAF. AED of Business Admin & Finance mentioned that the link that leads to the IRS website does not work. The handbook will be sent to the Business Admin & Finance staff for them to edit. Garrick Wilhelm, VP of External Affairs, brought up that they need to send a copy of their general liability policy. VP of Finance requested that VP of External Affairs receive a copy of the general liability insurance and share it to the Board within two weeks.

Motion to approve hosting the National Student Leadership Diversity Conference on February 9th-9th, 2019 providing rooms, spaces, and texts with an amount of $6428.
Moved by Grad Rep, seconded by Education Rep.
No opposed. No abstentions. Motion passed.

LCA Rep entered 10:35 pm.

d. 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.

The Finance Committee reviewed the proposal for the National Student Leadership Diversity Conference. **VP of Finance** stated that the overall cost would be of $6,428. He mentioned that AS will be paying for the insurance as well. **AED of Business Admin & Finance** clarified that the cost of the insurance in the proposal covers AS itself but not the actual event. It also has to be included in the motion that there be insurance given to AS. Also, if there are minors present, there will be waivers that minors will have to sign. The funding for the staffing and room reservations will go under specific departments that the organizations are under and not from the Board of Directors. The proposal may have to be fixed in the future because the Board is taxed for it. **AED of Business Admin & Finance** suggested that no finances be dispersed until all of the promised procedures are done. The Committee also reviewed the risk management waiver.

IX. New Business

a. Student Org Funding Assembly

**VP of Finance** showed the charter for the Student Organization Funding Assembly which went into the purpose, rational, composition, meeting place and time, and tasks, timeline, and communication. **Education Rep** suggested having the meetings be from 10:00 am – 12:00 pm on the Wednesdays where Board meetings are not taking place. **VP of Finance** mentioned that the exact days do not need to be figured out yet. For Composition, there should be no less than three Board members as well as a representative from a historical org and two non-historical org, and an AS staff member. **VP of Finance** suggested including a Sport Org Rep and Greek Org Rep as well.

LCA Rep exited 10:25 am.

**VP of External Affairs** suggested having the Board designate someone to be the vice chair instead of having **VP of Finance** to be vice chair. **VP of Finance** clarified that the items discussed in this assembly does not go through the Finance Committee and goes straight to the Board. **VP of Finance** also suggested being advisory and be a non-voting member.

Motion to revisit New Business Item c.
Moved by Grad Rep, seconded by Senior rep.
No opposed. No abstentions. Motion passed.

X. Adjournment

Motion to adjourn meeting at 10:36 am.
Moved by Education Rep, seconded by LCA Rep.
No opposed. No abstentions. Motion passed.

Approved by: Nathan Jones

Respectfully submitted by: Johanan Supnet