Finance Committee Meeting Minutes of February 18, 2021

I. CALL TO ORDER at **1:32 PM**

II. ROLL CALL
Present: Omer Shakoor, Angelica Vasquez, Tameem Tutakhil.

III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 18, 2021 by **T. Tutakhil**, second by **A. Vasquez**, motion **CARRIED**.

IV. ACTION ITEM – **Approval of the Minutes of March 2, 2020**
Motion to approve the minutes of March 2, 2020 by **T. Tutakhil**, second by **A. Vasquez**, motion **CARRIED**.

V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**
No public comment.

VI. UNFINISHED ITEMS:
No unfinished items.
2:55

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM- **Committee Introductions**
The Finance committee will introduce themselves and discuss what they would like to accomplish this semester.
O. Shakoor states we all met previously last semester. I am grateful you have all stayed in contact this semester in order to have this meeting. I know ASI had a rocky start this semester due to losing our executive vice president but thankfully we are all here now. One thing I do want to accomplish this semester is to set up regular meetings due to many student organizations and clubs will be requesting for more funding this semester. I will also be hosting a financial literacy event and would like the help from both of you. **A. Vasquez** states hi everyone my name is Angelica, and I am a graduating senior. I also work as a residence assistant on

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campus. I am also the treasure for National Students Speech Language and Hearing Association. My pronouns are she/her/hers. I discussed with O. Shakoor stating that I would like to do community outreach in order to help the financial literacy of not only our students but the Hayward community. I feel this is important due to coming from a financial illiteracy background, especially coming from a family of immigrants. I also want to accomplish working efficiently as we can online. I have never been part of ASI before and this is very excited to me. **T. Tutakhil** states this is my third year, and I am a transfer student from community college of San Francisco. I have experience in student government and finance is one of them. My major is communications with a minor is psychology. One thing that I noticed that my old school had was giving each organization and club a specific amount of money once they did their renewal. I want to accomplish creating something that ASI can support these clubs and organizations in a similar matter. I did speak with student life and they informed me student clubs and organizations do not receive any money once they renewal their club. If ASI supported this, it will give them good recognition and relationship with student clubs and organizations. We can create a fund, in which ASI can allocate money for these clubs maybe every year. That way each club can have some funding each year. We can try to create a policy or resolution in order to make this happen**. O. Shakoor** states thank you all for sharing your ideas. I do believe we can create a resolution in order to help student clubs and organizations. I know we have a seed funding policy for any new clubs or any clubs that have been inactive for one or two years, which will allow them to receive $300.00 to start up again. However, I do not believe there is a policy that has recurring funds for clubs and organization every year, we can brainstorm how to complete this.

9:33

B. DISCUSSION ITEM– **Review the Request Forms**
The Finance committee will review the applications for ASI funding request and ensure they meet the requirements.
O. Shakoor states we do have one club that we are waiting for it to be approved. At the moment, we only have one that has been approved already, which we will be going over. I want us to start going over our club funding policy. Each semester clubs and organization can apply for a funding amount of $2,250.00. In our policy we list the funding amounts for each category and can only be used once for the amount that is listed. For example, if a club wants to buy two separate clothing

events for $500.00 each event, then they would no longer be able to request funding for this category since it has already exceeded the $1,000.00 amount. Now that we are virtual, we took away funding for food and security due to having no in person events. We raised the speaker fee from $1,000.00 to $1,500.00. and we also added $500.00 extra to the film licensing, rental and subscriptions. Students can also use their flex funds in any category in case they have already ran out of funding. We will be using this model to approve and deny request. All events have to be submitted thirty calendar days in advanced and we changed it from business days due to being hectic. If two or more clubs are hosting an event, then they can apply for the maximum amount of $1,500.00. The application I would like to show you is CSU East Bay Catholic Club, in which they are already approved for. The treasure or president will be the ones to submit the forms, while submitting some basic information of their event. The section that we have to be more specific about is the flyer section due to all events funded by ASI must have the ASI logo at the bottom. Most important parts are checking if it was submitted thirty calendar days before, flyer, and what they are requesting. Once you see what they are requesting, it will show another document that goes into details. When requesting for clothing funding, one must also include the ASI logo onto the clothing item. If they do not have any of these items, then we will send them an email stating what they are missing. Once we see the funding breakdown sheet, we must review that they are not over exceeding their limit on the categories. This club is requesting $100.00 for artist fees and $372.00 is going towards t-shirts and the total requesting amount is $472.00.00. This does not over exceed the amount. Afterwards, we will get in contact with Sneh and her team, we will wait until we receive a breakdown from the request and validate it with what we have. Lastly, we will be the ones approving the request. The other funding request that we will be looking at this semester is the travel funding request for virtual conferences. As well as seed funding request for any new or preexisting clubs and organizations. Lastly, we will be looking at cultural graduations. Everyone will be applying through BaySync. Sneh and her team are the first people to look at the request and we will be the second pair of eyes to look at the request and approve it. If you have any questions, feel free to ask me. It will become easier overtime once we have more meetings.

19:58

VIII.   SPECIAL REPORTS:
No special reports.

20:00

IX.   ROUND TABLE REMARKS

O. Shakoor states thank you everyone for being here today and sticking through. I would like us to help us accomplish our goals together and provide funding for these clubs and organizations. I know last semester they struggled and hopefully we are able to move the money to where it needs to go. Let me know if these days and times work best for you. These meetings should not last longer than an hour. I will talk to E. Pinlac and see how we can best create the resolution.

21:07

X.   ADJOURNMENT at **1:53 PM**

Minutes reviewed by:
Vice President of Finance & Chair
Name: Omer Shakoor

Omer Shakoor
Omer Shakoor (Mar 11, 2021 12:18 PST)

Minutes reviewed on:
03-04-2021
Date:

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Final Audit Report   2021-03-11

Created:	2021-03-11
By:	Sneh Sharma (sneh.sharma@csueastbay.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbkA1QFP5rqChkYzhc1Uyf0uWBdvxCyqn

"Finance Committee Meeting Minutes of February 18, 2021 ." History

📄 Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)
2021-03-11 - 7:06:39 PM GMT- IP address: 73.170.74.159

✉ Document emailed to Omer Shakoor (asivpfinance@csueastbay.edu) for signature
2021-03-11 - 7:07:09 PM GMT

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2021-03-11 - 8:18:41 PM GMT- IP address: 74.125.209.13

✍ Document e-signed by Omer Shakoor (asivpfinance@csueastbay.edu)
Signature Date: 2021-03-11 - 8:18:53 PM GMT - Time Source: server- IP address: 24.5.234.90

✅ Agreement completed.
2021-03-11 - 8:18:53 PM GMT