

Finance Committee Meeting Minutes of March 25, 2021

- I. CALL TO ORDER at **1:33 PM**
- II. ROLL CALL
Present: Omer Shakoor, Angelica Vasquez

Absent: Tameem Tutakhil
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda by **O. Shakoor**, second by **A. Vasquez**, motion **PASSES**.
- IV. ACTION ITEM – **Approval of the Minutes of March 04, 2021**
Motion to approve the minutes of March 4th, 2021 by **O. Shakoor**, second by **A. Vasquez**, motion **PASSES**.
- 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.
- VII. NEW BUSINESS ITEMS:
 - A. ACTION 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 that he would like to start with Mary Alexis Icasiano. She is requesting is requesting Seed funding for the amount of \$300.00 for Tau Sigma National Honors society that has been inactive for two years. Since it has been inactive for two years and has been recently been inactivated, it would make the organization eligible to receive the full Seed funding



amount. They plan on having the amount in their account to use for events, hopefully in the next semester.

Move to approve the Seed funding request form from Mary Alexis Icasiano for the amount of \$300 for the Tau Sigma National Honors Society by **O. Shakoor**, second by **A. Vasquez**, motion **CARRIES**.

O. Shakoor states that the next application is from Thy Cao. This Seed funding request is for the Networking Club. This is a newly funding organization on campus and has not been inactive for two years. They are requesting the full amount of \$300. In order to promote the club in its first year, they would like to use the money to purchase shirts and gift baskets. Since they are a new club and it is Covid-19, starting a club is difficult. On campus, we do need more networking and social clubs to help students network with professionals.

Move to approve Thy Cao's Seed funding request of \$300 for the Networking Club by **O. Shakoor**, second by **A. Vasquez**, motion **PASSES**.

O. Shakoor states that he saw A. Vasquez's response to his email. With your funding request, we had questions. For Student Life and Leadership, we want to know how you will be distributing the shirts. There is no mailing cost associated with your request. We would also like to know that since it is an event for club members only, would any students be able to receive your merchandise? In ASI, when we approve shirt funding, it needs to be accessible to all students. If any student were to attend your event, would they be eligible to receive the shirts? **A. Vasquez** states that they will be eligible. In terms of shipping, it was not included in the funding request because I was unaware of how it would work. I have been working with Heather Gardley and Renee Tucker to see how we can distribute the shirts. I know that things have been busy in Student Life and Leadership. If there is any shipping cost, we have a little bit in our budget to cover it. Any student that attends the event will be eligible to receive a shirt.

O. Shakoor states that in the invoice that was submitted in the application, it shows that you are using Custom Ink for the shirts. We need an official amount from the vendor. The total funding amount is \$652.63. Is there a way to receive an official invoice? **A. Vasquez** states that when she was speaking to Renee Tucker and Heather Gardley, they purchased the shirts. They mentioned that ASI funding is not guaranteed. I believe I attached something that Renee Tucker sent me, but if not, I have it. **O. Shakoor** asks if Student Life is paying for the shirts. **A. Vasquez** states that it came out of her club budget. **O. Shakoor** states that he is not sure if ASI will be able to reimburse them for the shirts. When we do club funding, the funds needed would come from ASI. We would give you the funds needed. We had a situation in which the students had already purchased something and they were anticipating getting reimbursed for it. If you would



like to submit another funding request for another event, the funds can be provided to purchase items. Your funding request will have to be denied. If you were to do an event in the future, make sure to not purchase the shirts first and include any miscellaneous costs in the application. Shipping cost goes under miscellaneous. Next time, if the three boxes are checked off, there would be no issue in receiving funding from ASI. **A. Vasquez** states that she feels like she was misled by Student Life. They mentioned they would purchase the shirts because ASI is not guaranteed. I understood that, but I was not sure why they suggested to purchase the shirts.

O. Shakoor states that he does not understand why they needed to purchase the shirts first. You are in a club that is requesting for money to purchase shirts, meaning that you are not in the position to buy the shirts. Doing that contradicts the funding request. **A. Vasquez** states that they were hoping to have something in the budget for the next year. Heather Gardley had emailed me stating that the purchase was made. **O. Shakoor** states that if the club has another event in the future, an application for funding can be submitted. The money can be utilized.

Larissa Wright submitted an application for the Social Justice Outreach event. This event is well-passed the thirty-day requirement. The Social Justice League will be having a Social Justice League Year End event and the total amount of funding requested is \$905.72. The amount will include tote bags, water bottles, and pop-sockets as giveaways. The flyer does have the ASI logo and is eligible in regards to the category they are requesting. Everything looks good.

Move to approve Larissa Wright's funding request of \$905.72 for the Social Justice League Year End event by **O. Shakoor**, second by **A. Vasquez**, motion **CARRIES**.

O. Shakoor states that he reviewed the funding request for Caitlin King for the Women in STEM organization on campus. Their funding breakdown was for \$0.00. They thought that they would need financing to place the ASI logo on their flyer. It is not the case, since they are not requesting money from ASI. No ASI logo is required for their flyers and they can proceed with their event. We can deny their request.

Move to deny Caitlin King's request of \$0.00 by **O. Shakoor**, second by **A. Vasquez**.

O. Shakoor states that the next application is from Marie Baluyot for the Pre-Dental Club. They are requesting an amount of \$484.00 for volunteer t-shirts. I would like to receive further clarification of their request. The volunteering events have already happened and they are planning to get shirts for the volunteering events for new members in their organization. They do plan on ordering thirty-five shirts for future members as an incentive. When I looked at the club funding policy, specifically to advertising and clothing, it states that advertising and clothing materials that are not promoting a specific event will not be approved for funding. If



that is the case, the shirts are not for an event or for future events, I do not believe we can pass this request. This is not for an event that will happen. The events happened on March 5th and March 19th. We will be giving money to a non-club funded event. I will reach out to them regarding an event in the future. By the end of the semester, we can look into it more.

Move to deny Marie Baluyot's request form due to the fact that it is not for a specific event by **O. Shakoor**, second by **A. Vasquez**, motion **APPROVED**.

O. Shakoor states that they will need to deny A. Vasquez's request. Please re-apply and make sure you have the information.

Move to deny A. Vasquez's club funding request by **O. Shakoor**, second by **A. Vasquez**, motion **CARRIES**.

O. Shakoor states that Larissa Wright has another application for the Social Justice League for the Social Justice League Outreach event. The event is on May 2nd. They are requesting for advertising and clothing. They will be purchasing pins and stickers that will total to the amount of \$69.57. We did approve the funding of \$905.72. \$1,000.00 is their limit and their funding request for \$269.57. They will need to use the flex fund portion. They mentioned in their application that the event is open to all students. I am going to wait on motioning this request because their funding breakdown is not a spreadsheet, but a screenshot. I would like to see the amount on the funding breakdown. When we meet after spring break, I would like to move forward with this request. I would like to receive more information about this. They were approved for an event on May 4th and this one is for May 2nd. I need clarification as to the materials they are purchasing and their funding spreadsheet. The Larissa Wright's funding request will be tabled to the next meeting. Tenzin Sharzur was able to reach out to me. There was a concern about her request in the fact that they are ordering license plates for gift baskets for the nursing graduation ceremony. It would be difficult to fund this, but I do not believe that if a student attends this event, they will receive a gift basket with nursing materials. I am in contact with Tenzin Sharzur and Erik Pinlac in regards to moving forward with this funding request. It is basically a graduation gift. I would like to see if there are exceptions to the rules. We will be tabling Tenzin Sharzur's request to the next meeting. Larissa Wright and Tenzin Sharzur's applications will remain pending until the next meeting. Sophia Moufarrej's request is for advertising and clothing for the Lebanese Social club. They are purchasing graduation stoles. It is not available to all students and in this case, I will be discussing what actions can be taken in regards to funding graduation stoles. We have cultural graduation funding and the Lebanese Social club is recognized as a cultural group. I will be tabling this request until I receive clarification from the Executive director. The last application is from Adrien van Dyke.



I spoke to her about this request. She is apart of Sustain East Bay and is the Treasurer. The event is Tap into Sustainability. Thirty people are expected to attend and it will be a panel with a speaker talking about an event that was developed. There are two speakers for the event, which applies to speaker fees. Student clubs can request for an artist, speaker, or coach. Payment of check would be mailed to the designated speaker along with a speaker agreement ten days before the performance. The check will not be provided until after the speaker, artist, or coach has their performance. The speaker, coach, and artist will not be paid in advance. Student organizations found in violation of this rule will be denied funding and will be responsible for all costs. We do reserve the right to deny funds based on the participated attendants of the event and the speaker. The funding amount for the thirty people is \$1,000.00. \$500.00 will be given to each speaker. We need to make sure that they have not paid the speaker. Their application was submitted exactly thirty days before the event. They did receive a discount for the speakers and both are heavily involved in sustainability. They meet the requirements and I do not see why the event cannot be approved by ASI.

Move to approve Adrien van Dyke’s request of \$1,000.00 for speaking fees by **O. Shakoor**, second by A. Vasquez, motion **APPROVED**.

VIII. SPECIAL REPORTS:

No special reports.

IX. ROUND TABLE REMARKS

O. Shakoor thanks A. Vasquez for attending the meetings. It seems like this time does not work for T. Tutakhil, but I have not received anything from his end. Two is our quorum and as long as we are here approving and denying requests, we know that the students will see where the money is going. I hope you have a great spring break. When we return, we will be reviewing more funding requests as well as graduation funding requests. We will be going over cultural graduation request funding and the process will need to be expedited because the application was posted later than anticipated. Commencement is a month away.

X. ADJOURNMENT at **2:13 PM**



Minutes reviewed by:
VP of Finance/CFO & Chair
Name: Omer Shakoor


--ASIF Finance (May 5, 2021 14:14 PDT)

Minutes approved on:
5-3-2021
Date:

