

**Associated Students Board of Finance
Humboldt State University
Wednesday, December 2nd, 2009
Nelson Hall East, Room 120
Minutes #5**

Call to Order

Brandon Chapin called the Board of Finance meeting to order at 2:00 p.m., Wednesday, December 2, 2009 in the Nelson Hall East, Room 120.

Roll Call

Members Present: Brandon Chapin, Stephanie Partlow, Nida Ahmed

Members Absent: Alex Gradine (unexcused), Stefanie Chen-Welch (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: PARTLOW/AHMED move to approve Agenda #5 APPROVED

Chair's Report

Chapin had no report.

Approval of the Minutes

MOTION: PARTLOW/AHMED move to approve the Board of Finance Minutes #4 dated November 9th, 2009. APPROVED

Old Business

- A. AS Budget Timeline and Application Materials --Discussion Item
Initial Review of the 2010-2011 AS Budget timeline and application materials. This item will appear again on the December 7th, 2009 Board of Finance Agenda for final review and approval.

Tyson began the discussion by describing the preliminary budget revenue projections for 2010-2011. These numbers are the "best projection" based on current information from a variety of sources. These numbers are budget planning estimates and will be refined more in the next few weeks. These projections assume that there will be 7,400 fee paying students in the Fall 2010 and Spring 2011 semesters. It also assumes there will be zero fee paying students in the Summer semester as Summer semester will be offered thru Extended Education.

Tyson introduced the proposed timeline to the Board and explained the importance of the Board of Finance committing to the timeline once approved. This is the timeline that will be communicated to the AS Programs in the budget application materials. Tyson went over the budget process in detail and answered questions about the process.

Tyson also went over the proposed memo to the programs and application materials that will be sent out to the programs. The applications materials will include a budget draft grid, budget justifications, and a general narrative.

Announcements

There were no announcements.

Adjournment

Chapin adjourned the meeting at 2:47 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:

Brandon Chapin
A.S. President
Vice Chair, Board of Finance