

Associated Students Board of Finance
Humboldt State University
Monday, October 10, 2016
Nelson Hall East, 120
Minutes #1

Call to Order

Kassandra Rice, Administrative Vice President, called the Board of Finance meeting to order at 3:01pm on Monday, September 11, 2017 in Nelson Hall East 120.

Roll Call

Members Present: Norman Campos, Joseph Mularky, Kassandra Rice

Advisor Present: Jenessa Lund

Approval of the Agenda

MOTION: MULARKY/CAMPOS move to approve Agenda #1 dated Monday, September 11, 2017. APPROVED

Chair's Report

No report.

Public Comment

No public comment.

Approval of Minutes

No minutes to approve.

Old Business

No old Business.

New Business

- A. Board of Finance Orientation – Discussion Item
The Board of Finance will receive an orientation that will cover Board of Finance procedures including the A.S. Fiscal Code, the 2017-18 Budget, the discretionary fund process, and the A.S. Fiscal Code 20.01, “Reserve Policy, Fund Designation and Procedure for Expenditure.”

Esh talked about the function and reason for the A.S. Fiscal Code. Esh said he is working with Lund to

update the budget policies and procedures and they hope to complete the project by December, 2017. Lund presented on the A.S. budget, and the discretionary fund history and process.

Lund stated there is \$56,075 in the discretionary fund. Lund noted the budgetary process updates are still in transition. Lund said the reserves are at 30%, but the State of California suggest reserves should be at 50%.

Lund also asked how the Board of Finance would like budget reports to be presented during meetings. Lund presented multiple reporting examples. Rice asked how the budget would change if H.S.U. created another cultural center. Mularky responded that it depends on how much A.S. would want to allocate to the project.

- B. **A.S. Board of Finance 2017-18 Standing Rules and Meeting Dates – Action Item**
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2017-18 meeting schedule.

MOTION: MULARKY/CAMPOS move to approve the A.S. Board of Finance 2017-18 Standing Rules and Meeting Dates. APPROVED

No discussion.

- C. **Reserve Policy, Fund Designation and Procedure for Expenditure – Action Item**
The Board of Finance are required to annually review and approve the “Reserve Policy, Fund Designation and Procedure for Expenditure.”

MOTION: MULARKY/CAMPOS move to approve Reserve Policy, Fund Designation and Procedure for Expenditure. APPROVED

The Board discussed modifying the reserve policy. Mularky noted the reserve maximum could be struck out from the document. Lund noted \$197,000 was allocated from the reserve fund to supplement fee revenue for 17-18. Holly said the reserve was spent down last year, but the organization should have a three to six month reserve fund.

- D. **Request from the Earth Week Planning Committee for \$75 – Action Item**
The Earth Week Planning Committee requests \$75 for prizes from the 2017 Earth Week raffle.

MOTION: MULARKY/CAMPOS move to approve request from the Earth Week Planning Committee for \$75. APPROVED

Madison Whaley, CCAT Representative, presented on the budget request. Whaley said there were receipts that were not submitted by the end of 2016-17 fiscal year. Mularky noted the funds might need to be allocated from the reserves. Mularky asked how much was not earmarked for other projects in the discretionary fund. Lund responded there was \$56,075.

Announcements

Rice asked if the football team was going to be defunded. Mularky responded that information is not true. Duncan Robins, HSU Athletic Director, concurred with Mularky. Robins also talked about his

roles on campus and wants to make sure the Athletic Department funds are allocated appropriately. Robins says there is a lot of miscommunication and blaming on the campus. Robins would like to resolve the budgetary issues by speaking with H.S.U. and local community members. Robins noted that there would still be budget issues whether the monies come from IRA or from the general fund. The budget is based on enrollment. Robins would like create a relationship with A.S.

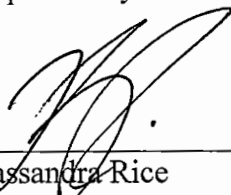
Adjournment

Rice adjourned the meeting at 3:54pm without objection.

Recorded by:

Patric Esh
A.S. Board Coordinator

Approved by:



Kassandra Rice
Administrative Vice President