

Associated Students Board of Finance
 Humboldt State University
 Monday, October 1, 2012
 Nelson Hall East, 120
Minutes #2

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 2:00 p.m. on Monday, October 1, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Paul Yzaguirre, Jesse Carpentier, Tony Laipz, Stefan Kreid

Members Absent: Ellyn Henderson (excused)

Advisor Absent: Joan Tyson

Approval of the Agenda

MOTION: LAPIZ/KREID move to approve Agenda #2 APPROVED

Chair's Report

Yzaguirre reported that the Board of Finance has two requests pending that will be heard after the Orientation.

Approval of the Minutes

MOTION: KREID/LAPIZ move to approve the Board of Finance Minutes #1 dated September 17, 2012 APPROVED

Old Business

- A. Board of Finance Orientation – Information Item
 The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2012-13 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2012-13 budget and budget language--including an explanation of budgeted fee revenue and the \$43,000 allocation from the General Operating reserve. Tyson went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs and the process that a program goes through to make requests. Requests for funding approved by the Board of Finance must also be approved by the Council if they are \$300 or greater. Tyson went briefly into the 2013-14 budget process and what that process will involve and when it will begin—which is early November 2012. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2012 as follows:

Unallocated account (\$8,378), Operating Reserve (\$287,955) Special Projects-Facilities Reserve (\$48,492), and the Capital Purchases Reserve (\$101,800). These are the same amounts shown in the June 30, 2012 audit. Tyson reviewed the purpose of each reserve as outlined in the reserve policy. Unspent monies at year end go back into the AS reserves per the reserve policy.

- B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item
The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

Tyson reviewed the policy in detail with the Board of Finance. Tyson noted that the Associated Students has been a fiscally responsible organization and that the Board of Finance does have the ability to fund projects through its Reserves when necessary. Any expenditures from reserves also require the approval of the university president or designee.

- C. Time Certain: 2:30 p.m. Request from the Humboldt Film Festival to revise the Humboldt Film Festival 2012-13 Program Budget to incorporate costs associated with the inclusion of an additional Co-Director position – Action Item
The Humboldt Film Festival is requesting the addition of a third Co-Director for the program. The program has provided a proposed revised budget that would decrease funding for the following line items: Judges (\$1,800.00), Fundraisers (\$95.00), and would increase the following line items: Hourly Wages (\$1,500.00), Unemployment Insurance (\$60.00), Workers Compensation (\$45.00), Supplies and Services (\$190.00), Awards (\$100.00)

MOTION: LAPIZ/KREID move to approve the request from the Humboldt Film Festival to revise the Humboldt Film Festival 2012-13 Program Budget to incorporate costs associated with the inclusion of an additional Co-Director position APPROVED

Zane Krakowski, Humboldt Film Festival (HFF) Co-Director; Susan Abbey, HFF Advisor and Debra Ryerson, Theater, Film and Dance Administrative Support were present on behalf of the request. Krakowski explained that HFF would like to incorporate a third Co-Director position into the program. HFF has received a grant from the CSU Visiting Fellows program of \$2,500 and the Dean of the College of Arts, Humanities and Social Sciences has offered a grant of \$500. The grant funding would allow funding for judge participation to be covered outside of the AS Budget allowing funding previously budgeted for judges to be reallocated to an additional co director position. Yzaguirre asked if there would be any negative impacts from the request. Abbey replied that the program would have no negative impacts.

- D. Request from the California State Student Association from Unallocated in an amount not to exceed \$298.00 for the costs associated with a voter registration pizza party – Action Item
The event will assist in accomplishing the goal to register 800 students for the November 2012 election.

MOTION: KREID/CARPENTIER move to approve the request from the California State Student Association from Unallocated in an amount not to exceed \$298.00 for the costs associated with a voter registration pizza party APPROVED

Jesse Hoskins, California State Student Association Representative was present on behalf of the request. Hoskins explained that funding for the pizza party would allow AS to fund a voter registration event prior to the voter registration deadline.

Announcements

Carpentier announced that the College of Professional Studies mixer will be on Thursday, October 4 at 6:30 p.m. at the Plaza Grill.


Adjournment

Yzaguirre adjourned the meeting at 2:45 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance