

Associated Students Board of Finance
Humboldt State University
Wednesday, October 22, 2014
Nelson Hall East, 120
Minutes #3

Approved
11-12-2014

Call to Order

Ana Cortes, Administrative Vice President, called the Board of Finance meeting to order at 9:32 a.m. on Wednesday, October 22, 2014 in the Nelson Hall East 120.

Roll Call

Members Present: Ana Cortes, Thomas Kupelian, Taylor Mitchell

Members Absent: Jerry Dinzes (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: MITCHELL/KUPELIAN move to approve Agenda #3 dated October 22, 2014

APPROVED

Chair's Report

Cortes reported that Morrison, Cervantes and Esh are currently tabling for Associated Students.

Public Comment

There was no Public Comment

Approval of the Minutes

MOTION: MITCHELL/KUPELIAN move to approve the Board of Finance Minutes #1 dated September 22, 2014

APPROVED

Old Business

- A. Request from A.S. General Operations in an amount not to exceed \$3,046 from Special Projects – Facilities Reserve for costs associated with the replacement of the Buck House exterior basement door – **Action Item**

The door replacement will improve security to the Campus Center for Appropriate Technology and installation will be supervised by Facilities Management

Tyson stated that the Buck House is an Associated Students leased house and that the AS is responsible for the maintenance and safety of the facility. The new door that will be installed will have improved security and will have a timed automatic lock. The estimated cost is \$3,046 and would come from the AS Special Projects/Facilities Reserve. Tyson noted that the expenditure would be an appropriate use of the reserve funding.

MOTION: MITCHELL/KUPELIAN move to approve the request from A.S. General Operations in an amount not to exceed \$3,046 from Special Projects – Facilities Reserve for costs associated with the replacement of the Buck House exterior basement door

APPROVED

Tyson explained that the lock system would automatically lock the door at a programmed time.

B. Review and approval of Associated Students 2013/2014 Comparison of Budget to Actual – **Action Item**

As per AS Fiscal Code 9.01 the Board shall review and recommend approval of the annual comparison of budget to actual program budget details. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program

Tyson stated that the AS Fiscal Codes requires the Board of Finance to review the budgeted and actual spent amount for each program of the prior fiscal year (See 2013/14 Comparison of Budget to Actual document attached to these minutes). This document show the comparison of what programs were budgeted to spend and what they actually spent. Tyson went over the document highlighting variances in each program. Programs are provided with a monthly financial statement and they are also expected to maintain a record-keeping system. It was explained that the net-income (unspent budgeted funds) is distributed into the reserves per the reserve policy.

MOTION: MITCHELL/KUPELIAN move to approve the Associated Students 2013/2014 Comparison of Budget to Actual APPROVED

Tyson noted that the item will be forwarded to the AS Council for final approval.

New Business

- A. DRAFT 2015-16 AS Budget Timeline and Application Materials – Information Item Materials will be handed out and briefly reviewed at the meeting. The AS Budget Timeline and Application Materials will appear as an information item on the November 12 Board of Finance Agenda for review.

Tyson stated that the draft materials are being prepared and will be provided to the Board of Finance at their next meeting as an informational item. The Board of Finance will approve the materials in December.

Announcements

Cortes announced that there is a vacancy for a student at large on the Board of Finance.

Adjournment

Cortes adjourned the meeting at 9:59 a.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Ana Cortes
Administrative Vice President