

Associated Students Board of Finance
Humboldt State University
Wednesday November 14, 2012
Nelson Hall East, 120
Minutes #5

Approved
12-3-13

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 1:09 p.m. on Wednesday, November 14, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier

Members Absent: Stefan Kreid (excused), Tony Lapid (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: HENDERSON/CARPENTIER move to approve Agenda #5 APPROVED

Chair's Report

Yzaguirre reported that the Board of Finance will be reviewing the 2013-14 Budget Application and Timeline materials. Yzaguirre stated that he is working with Tyson on revising the AS Event Funding Budget Application.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #4 dated October 29, 2012 – Action Item

MOTION: HENDERSON/CARPENTIER move to approve the Board of Finance Minutes #4 dated October 29, 2012 APPROVED

Old Business

A. Request from Associated Students Government from Unallocated in an amount not to exceed \$2,584.00 for the costs associated with purchase of 575 Academic Planners – Action Item

The Associated Students Government would like to provide 575 free personalized planners for students in the 2013-2014 school year. The planners would include information on Associated Students programs, events and resources for HSU students.

MOTION: HENDERSON/CARPENTIER move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$2,584.00 for the costs associated with purchase of 575 Academic Planners APPROVED

Henderson was present on behalf of the request. Henderson stated that the Associated Students has purchased academic planners in the past and that they have been well received by HSU students. It was suggested that the HSU Academic Calendar be included. Christensen stated that he will work with the incoming AS President and Student Affairs Vice President to plan the pages.

- B. 2013-14 AS Budget Timeline and Application Materials – Information Item
The Associated Students Board of Finance will review draft materials to be used for the 2013-14 Budget process and suggest changes. The AS Budget Timeline and Application Materials will appear as an agenda item on the December 3, 2012 Board of Finance Agenda for review and approval.

Tyson 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. Tyson described the 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. This document will be an action item at the Board of Finance meeting on Monday, December 3, 2012. Tyson also noted that if the Board of Finance were interested in adjusting the amounts allocated for director positions they would need to give notice to Tyson so that she could prepare an analysis on what the cost would be.

Announcements

There were no announcements.


Adjournment

Yzaguirre adjourned the meeting at 1:40 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