

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, January 31st, 2011
University Center, South Lounge Conference Room
2:00 p.m.
Agenda #7

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #7 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #6 dated December 6th, 2010 – Action Item
- VI. Old Business
 - A. Spring 2011 Budget hearings and AS budget development date change – Action Item
A member of the Board of Finance has a class conflict with the scheduled budget hearings and budget development date. This action would change the budget hearing date from Saturday, February 26, 2011 to Saturday, March 5, 2011 and change the meeting scheduled for Wednesday, March 2, 2011 to Monday, February 28, 2011. An additional meeting would be scheduled for Wednesday, March 9th, 2011.
 - B. Request from AS Presents in an amount not to exceed \$20,000.00 from General Operations Reserve for costs associated with additional programming for the Spring, 2011 semester– Action Item
AS Presents is requesting additional funding to increase the number of students served in the Spring, 2011 semester.
 - C. Request from the Associated Students Government & General Operations in an amount not to exceed \$4,210.00 from the Associated Students General Operations Reserves for costs associated with redesigning the Associated Students website – Action Item
The Associated Students website was last redesigned in Spring of 2005. The proposed redesign would update the Content Management System and bring the website into compliance with the CSU's Accessible Technology Initiative.
 - D. Request from Associated Students General Operations in an amount not to exceed \$1,000.00 from Unallocated for costs associated with a review of the Associated Students Articles of Incorporation and Constitution by legal counsel– Action Item
The California Legislature recently enacted AB 1233 amending several provisions of the Nonprofit Corporation Law. CSU Auxiliary Organizations should review and perhaps modify their governing documents to identify any compliance issues.

- E. Request from Associated Students General Operations in an amount not to exceed \$1,500.00 from Facilities Reserve for costs associated with the repair of the Warren House 53 roof leak – Action Item
The Warren House is an AS leased house and the AS is responsible for all repairs and maintenance to the facility.

VII. Announcements

VIII. Adjournment

DRAFT

Associated Students Board of Finance
Humboldt State University
Monday, December 6th, 2010
University Center, South Lounge Conference Room
Minutes #6

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday November 8th, 2010 in the University Center, South Lounge Conference Room.

Roll Call

Members Present: Stephanie Partlow, Iban Rodriguez (late), Scott Meyers, Pam Ward,
Tristan Caswell

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: MEYERS/CASWELL move to approve Agenda #6 APPROVED

Chair's Report

No report.

Approval of the Minutes

MOTION: CASWELL/MEYERS move to approve the Board of Finance Minutes #5
dated November 8th, 2010 APPROVED

Old Business

- A. Request from the Sustainable Living Arts and Music Festival (SLAM Fest) in an amount not to exceed \$1,084.00 from the SLAM Fest Trust Account for costs associated with hiring a SLAM Fest Public Relations & Graphics Coordinator and increasing the hours assigned to the SLAM Fest Co-Coordinator's – Action Item The SLAM Festival is requesting access to \$1084.00 for additional expenses not requested in the 2010-11 SLAM Fest Budget.

MOTION: MEYERS/CASWELL move to approve the request from the SLAM Fest in an amount not to exceed \$1,084.00 from the SLAM Fest Trust Account for costs associated with hiring a SLAM Fest Public Relations & Graphics Coordinator and increasing the hours assigned to the SLAM Fest Co-
Coordinators APPROVED

Sierra Gjerde, a SLAM Fest coordinator, was present on behalf of the request. Gjerde explained that when the budget was developed by the program for 2010-11 the decision was made to cut a significant amount of funding and make the program a week day event on the University Center Quad. The program has now recognized that additional support for the program is needed. Gjerde noted that the intention is to move the even from being a festival into a sustainability conference that is inspired through art and art music. The SLAM Fest activities would stretch over a longer period. Rodriguez asked if the amount would be equal to what previous budgets for the SLAM Fest have been. Gjerde responded that the amount would still be less than the 2009-10 budget.

- B. Request from Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed \$1,575.00 for the costs associated with the replacement of a Xerox Copy Machine – Action Item
The proposed Xerox machine would improve efficiency in the AS Business office and allow staff to perform tasks that are unavailable with current machines.

MOTION: CASWELL/MEYERS move to approve the request from Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed \$1,575.00 for the costs associated with the replacement of a Xerox Copy Machine

APPROVED
(1) ABSTENTION

Tyson explained that the copy machine in the Associated Students Business Office would be replaced with a copy/scanner/fax/printer machine. The cost of the purchase would be taken from the Capital Purchases reserves. Ward asked what would happen to the machine that was being replaced. Tyson stated that there was a service agreement with Xerox on the machine and that they would remove it and provide a \$100.00 credit. Caswell noted that the per-year expense of the new machine would be less than the current machine.

- C. Approval of a three year contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013 – Action Item
Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board.

MOTION: CASWELL/RODRIGUEZ move to approve a three contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013

APPROVED

Tyson explained that requests for proposals were sent to six CPA firms. Three of the firms were local and three of the firms were out of the area. The Associated Students received four responses. Two of the four firms declined to send a proposal. Hunter, Hunter and Hunt, the current auditors, proposal included auditing services over a three year period at a total cost not to exceed \$18,000. Pisenti & Brinker LLP, a firm located in Petaluma, proposal included auditing services over a three year period at a cost of \$49,500. Tyson is recommending that the Associated Students continue using the firm of Hunter, Hunter & Hunt. Hunter, Hunter & Hunt would provide significant savings, has different members of their firm complete the audits and

also has their audit processes peer reviewed.

D. Proposed Program Director Adjustment Worksheet – Information Item

The Board of Finance will review costs associated with a proposed increase to Program Director stipends for the 2011-12 Budget.

A spreadsheet was provided to programs that outlined an increase in hours for the director positions. Tyson noted that an increase in wages has not occurred in three years and that many employees are unable to complete their tasks with the hours assigned. Tyson explained that the increases would be communicated to the Programs through the Board of Finance budget application materials. Rodriguez expressed concern that students may focus only on participating in positions that have large amounts of allocated funds for the position. Tyson explained that each position would be required to turn in a time sheet that would be approved by a supervisor. Tyson also noted that each program has designed their own staffing needs, but that each position must fit into the amount allotted for Assistant Director, Co-Director or Director. Tyson noted that she expects enrollment to increase next year and that increase in revenue would more than offset this increased expense—which is projected to be approximately \$15,000. The Board of Finance agreed to go forward with the adjusted Program Director wages.

E. 2011-2012 Associated Students Budget Timeline – Action Item

Review and approval of the 2011-2012 Associated Students Budget timeline.

MOTION: MEYERS/CASWELL move to approve the 2011-2012 Associated Students Budget Timeline APPROVED

Tyson reviewed the 2011-2012 Associated Students Budget Timeline and noted that some dates may change slightly based on the outcome of changing the Associated Students Council meeting dates. Tyson noted that it was important for the Board of Finance to commit to meeting on Saturday, February 26th as this will be the time that will be communicated to the programs for budget hearings. Ward wanted it noted that she may be unavailable on February 26th because of a potential commitment to the HSU Dive Program.

F. 2011-2012 Associated Students Budget Application Materials – Action Item

Review and approval of the 2011-2012 Associated Students Budget materials.

MOTION: RODRIGUEZ/MEYERS move to approve the 2011-2012 Associated Students Budget Application Materials APPROVED

Tyson stated that the budget materials would be sent to each of the programs after being approved by the Board of Finance. The materials included the Program Directors adjusted wages and the approved timeline. These materials are very similar to those used in the past.

Announcements

Christensen noted that the Board of Finance will be participating in the University's Student Learning Outcomes.

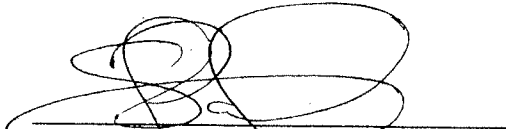
Adjournment

Partlow adjourned the meeting at 2:35 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Stephanie Partlow
A.S. Administrative Vice President
Chair Board of Finance



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: AS Presents

CONTACT PERSON: _____

Phone: 707-826-4411

Email: mgm8@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$20,000.00</u>
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
<u>Total Income:</u>		<u>\$20,000.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.


1	<u>Artist Fees</u>	<u>\$10,000.00</u>
2	<u>Reimburse Hourly Wages</u>	<u>\$5,000.00</u>
3	<u>Supplies and Services</u>	<u>\$5,000.00</u>
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
<u>Total Expenditures:</u>		<u>\$20,000.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Michael Moore, Jr.

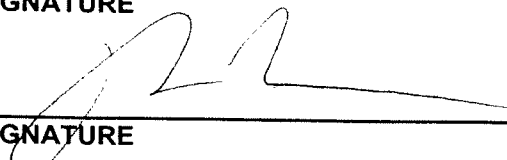
CLUB/PROGRAM ADVISOR NAME



SIGNATURE

Roy Furshpan

BUDGET ADMINISTRATOR NAME



SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Artist Fees \$10,000.00

Explanation: We are requesting an increase in funds in order for AS Presents to continue a high level of programming. During the fall semester we served over 3,200 students (an increase of 53% from the previous fall semester). The committee carefully chooses events through research (artist's availability, tour history, content, and the student representative's desire). Most of the events this fall did well, and some sold out well in advance, such as the highly anticipated Atmosphere concert. Unfortunately, even with the best research the fact that event production is a risk based business does come into play. A couple of our larger events that were popular with the committee did not do as well as anticipated. These events are Big Boi (whose entire U.S. tour suffered) and Judy Shepard's lecture. AS Presents has enough to move forward with a limited number of events. For example, our Animal Collective event in April will be sold out in advance generating a small profit. However, we feel that the program could dramatically increase the number of students served this spring with an additional influx of funds. Artist fees are used for payment to artists (guarantee), accommodations (hotel), transportation (rental cars, airfare), catering (dinner, snacks. . .).

Line Item: Reimburse Hourly Wages \$5,000.00

Explanation: In order to increase programming we also have to account for an increase in hourly wages. This line item covers the reimbursement of hourly CenterArts employees used to produce events. These employees perform vital tasks such as security, set up and run sound, staging and lights as well provide publicity (postering, handing out handbills) and more.

Line Item: Supplies and Services \$5,000.00

Explanation: This line item is also tied to our ability to produce more events. Supplies and Services include graphic design (posters and ads), radio promotions (creating and running of spots), television ads (creating and running of spots), rental fees for sound, light and staging, facility rental fees, county permits (health), barricades, portable toilets (big outdoor events), private security, rental vehicles (to transport artists and to move equipment) . . .


AS PRESENTS 2010/11 SHOWS

Show	Date	Show Time	Doors	Venue	HSU Ticket		On-Sale Date	General Attendance	HSU Attendance	Total
					General	HSU				
Oneida with The Lights & Starving Weirdos	Tuesday, August 24, 2010	9:00 PM	8:30 PM	Depot	FREE	\$5.00	now	19	150	169
The Growlers with Shannon and The Clams	Thursday, August 26, 2010	10:00 PM	9:30 PM	Depot	FREE	\$3.00	now	27	175	202
Ishi Dube (dancehall set)	Friday, August 27, 2010	10:00 PM	9:30 PM	Depot	FREE	\$3.00	now	21	180	201
Orgone with SambAmore	Saturday, August 28, 2010	10:00 PM	9:30 PM	Depot	FREE	\$10.00	now	42	185	227
Jason Reeves with Brendan James & Berel Alexander	Monday, August 30, 2010	8:00 PM	7:30 PM	Depot	\$3.00	\$5.00	now	6	51	57
Coyote Grace + Morgan Corviday	Saturday, September 11, 2010	10:00 PM	9:00 PM	Depot	FREE	\$3.00	now	20	52	72
Judy Shepard	Tuesday, September 14, 2010	8:00 PM	7:30 PM	Van Duzer Theatre	FREE	\$15.00	now	40	95	135
2010 SF Comedy Competition	Thursday, September 16, 2010	9:00 PM	8:30 PM	Depot	FREE	\$5.00	now	18	201	219
Big Boi of OutKast	Wednesday, September 22, 2010	9:00 PM	8:30 PM	Arcata Comm. Center	\$40.00	\$50.00	now	225	90	315
Taarika & Noah Gunderson	Friday, September 24, 2010	10:00 PM	9:30 PM	Depot	\$5.00	\$10.00	now	14	34	48
Atmosphere + Blueprint, Grieves & Budo, and DJ Rare Groove	Monday, September 27, 2010	8:00 PM	7:30 PM	Arcata Comm. Center	\$22.50	\$27.50	now	316	651	967
The Felice Brothers, Justin Townes Earle & Jessica Lea Mayfield	Monday, October 04, 2010	8:00 PM	7:30 PM	Depot	\$5.00	\$15.00	now	73	55	128
Sea Wolf (solo acoustic) + Sera Cahoone & Patrick Park	Thursday, October 07, 2010	9:00 PM	8:30 PM	Depot	\$5.00	\$7.50	now	65	180	245
Hillstomp +DJ Toasty	Saturday, October 09, 2010	10:00 PM	9:30 PM	Depot	\$2.00	\$5.00	now	60	50	110
Fixer: The Taking of Ajmal Naqshbandi (Film)	Thursday, October 14, 2010	8:00 PM	7:30 PM	Kate Buchanan Room	FREE	\$2.00	now	27	18	45
Homecoming Family Weekend DJ Wiz Khalifa + Yelawolf	Saturday, October 16, 2010	9:00 PM	8:30 PM	Depot	FREE	FREE	now	30	167	197
New York Night Train's Mr. Jonathan Toubin	Sunday, October 17, 2010	9:00 PM	8:30 PM	Kate Buchanan Room	\$16.00	\$20.00	now	149	406	555
	Saturday, October 23, 2010	9:00 PM	8:30 PM	Depot	FREE	\$5.00	now	46	68	114
The Apples in Stereo with Fol Chen	Thursday, October 28, 2010	10:00 PM	9:30 PM	Depot	\$10.00	\$15.00	now	112	68	180
BLVD + Jsun of Deep Groove	Friday, October 29, 2010	10:00 PM	9:30 PM	Depot	FREE	\$5.00	now	100	148	248
Built to Spill + Revolt Revolt & Finn Riggins	Sunday, October 31, 2010	9:00 PM	8:30 PM	Depot	\$15.00	\$25.00	now	76	112	188
Frank Fairfield + Two Man Gentlemen Band and Colin Vance	Friday, November 05, 2010	9:00 PM	8:30 PM	Depot	\$2.00	\$5.00	9/9/2010	22	45	67
Marco Benevento with Reed Mathis (bass) and Andrew Barr (drums) & Gabby La La	Thursday, December 02, 2010	9:00 PM	8:30 PM	Depot	\$5.00	\$10.00	9/9/2010	47	36	83
	Total							1555	3217	4772



January 24, 2011

TO: Board of Finance, Associated Students

FROM: Rob Christensen, A.S. Council Assistant 
rwc9@humboldt.edu
(707) 826-4221

RE: Unallocated Request for a Website Redesign

The Associated Students website (www.humboldt.edu/associatedstudents) is a central information point for the organization. The website provides multiple functions including current and archived meeting agendas and minutes, profiles of Council Members, Staff and student committee appointments, an event calendar function, a front page updating function, banner space, a list of AS programs and resources for AS governing documents, business services and student health insurance. The AS Website has had over 118,000 bona-fied hits in the last eighteen months.

The website was last designed in Spring, 2005 by a student developer. Since then, HSU has updated its web content and structural standards on both the front end (what you see as a user when you visit a site) and the back end (how a website is designed to function). By 2012 all CSU websites must fully comply with the Accessible Technology Initiative (ATI). In Summer, 2010 HSU migrated all web sites onto a new server which limited the Content Management System (CMS) functionality that had allowed AS Staff to update the website without having to have in depth knowledge of web design.

The proposed web redesign will address all of these issues as well as provide a fresh look for the website. The project has been estimated to take 60 hours with 20 hours dedicated to design, 20 hours dedicated to content architecture and page population and 20 hours devoted to developing a content management system that can be fully functional on the HSU server and updated easily in the future by HSU's Web Staff.

The total cost of the project is estimated not to exceed \$3,828.00. Conditions of the estimate include that the amount of the project may be up to 10% higher than originally estimated. I am requesting an additional 10% of the project to mitigate any cost increases that may occur during production. The amount requested is \$4,210.00. I have attached a copy of the estimate and would be happy to answer any questions you may have.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: A.S. Government/General Operations
CONTACT PERSON: Rob Christensen
Phone: (707) 826-4221
Email: rwc9@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$4,210.00</u>
2	<u> </u>	<u> </u>
3	<u> </u>	<u> </u>
4	<u> </u>	<u> </u>
5	<u> </u>	<u> </u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
<u>Total Income:</u>		<u>\$4,210.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Website Redesign</u>	<u>\$3,828.00</u>
2	<u>10 % Contingency</u>	<u>\$382.00</u>
3	<u> </u>	<u> </u>
4	<u> </u>	<u> </u>
5	<u> </u>	<u> </u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
<u>Total Expenditures:</u>		<u>\$4,210.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

JOAN TYSON
CLUB/PROGRAM ADVISOR NAME

JOAN TYSON
SIGNATURE

JOAN TYSON
BUDGET ADMINISTRATOR NAME

JOAN TYSON
SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Website Redesign \$3,828.00

Explanation: The AS Website Redesign project would include a visual redesign of the site, develop-
ment of a new content management system and content architecture and page
population.

Line Item: 10% Contingency \$382.00

Explanation: The additional 10% is requested to mitigate any cost increases that may occur
during production.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____


**ASSOCIATED STUDENTS
HUMBOLDT STATE UNIVERSITY**

MEMORANDUM

826-3771

January 24, 2011

TO: Board of Finance

FROM: Joan Tyson, General Manager 

RE: New Nonprofit corporation governance practices

The California Legislature recently enacted AB 1233 amending several provisions of the Nonprofit Corporation Law. These amendments became effective January 1, 2010 and require auxiliary organizations to review and perhaps modify their articles, constitution, bylaws or governance practices. This request from Unallocated is to hire legal counsel to review our Articles of Incorporation and Constitution and identify potential compliance issues.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students General Operations

CONTACT PERSON: Joan Tyson

Phone: 5410

Email: joan.tyson@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$1,000.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
Total Income:		<u>\$1,000.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Legal Counsel Advice</u>	<u>\$1,000.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
Total Expenditures:		<u>\$1,000.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

JOAN TYSON
CLUB/PROGRAM ADVISOR NAME

Joan Tyson
SIGNATURE

JOAN TYSON
BUDGET ADMINISTRATOR NAME

Joan Tyson
SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Supplies & Services \$1,000.00

Explanation: Fee to hire legal counsel to review our Articles of Incorporation and Constitution to identify any potential compliance issues regarding AB 1233.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____


ASSOCIATED STUDENTS
HUMBOLDT STATE UNIVERSITY

MEMORANDUM

826-3771

January 24, 2011

TO: Board of Finance

FROM: Joan Tyson, General Manager 

RE: House 53-Warren House Roof Leak

On December 8, 2010, I was informed by the Student Access Gallery that their office ceiling was leaking and there was water on the floor. The Student Access Gallery is located in Warren House 53. The Warren House is an AS leased house and the AS is responsible for all repairs and maintenance to this house. The work on the roof was completed by Plant Operations as soon as possible weather permitting. As a result I was not able to seek advance approval to commit to the expenditure of these funds. The cost of the project is estimated not to exceed \$1,500. I have not received the final invoice yet. I recommend this expenditure come from our Special Projects-Facilities Reserve account that has a current balance of \$52,074.

Thank you for your consideration of this "after the occurrence" proposal.