

**Associated Students Board of Finance**  
**Humboldt State University**  
**Meeting on Monday, February 15th, 2010**  
**University Center, South Lounge Conference Room**  
**2:00 p.m.**  
**Agenda #8**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #8 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #7 dated February 1<sup>st</sup>, 2010 – Action Item
- VI. Old Business
  - A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$900.00 from the WRC's Special Projects (In House) line item for the event *Kink on Campus* – Action Item  
Budget Language #4 of the WRC program states no in house project shall result in a cumulative cost of more than \$500.00 without prior approval of the Board of Finance.
  - B. Request from the California State Student Association from Unallocated for funds in an amount not to exceed \$1,637.00 for costs associated in providing transportation for approximately 57 students from a student rally at the state capitol. – Action Item  
CSSA is organizing a rally at the State Capitol in Sacramento on March 22<sup>nd</sup>. HSU Associated Students is anticipating returning one bus of students from the protest. The protest is scheduled for the Monday following the Spring Break holiday.
  - B. Determination by the Board of Finance as to which AS Programs will be invited to the Board of Finance meeting to answer specific question about the 2010-11 budget request. Date of Budget Hearings is Saturday, February 27<sup>th</sup>. –Action Item  
Budget Hearings for 2010-11 for selected AS Programs have been scheduled for February 27<sup>th</sup>, at which time they need to be prepared to clarify any areas in their budget request.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, February 1<sup>st</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #7

**DRAFT**

**Call to Order**

Alex Gradine called the Board of Finance meeting to order at 2:00 p.m., Monday, February 1, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Alex Gradine, Brandon Chapin, Stephanie Partlow, Stefanie Chen-Welch,  
Nida Ahmed

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: CHAPIN/PARTLOW move to approve Agenda #7 APPROVED

**Chair's Report**

Gradine reported that he will be meeting with Tyson to discuss a proposed budget language change for the ACB/MCC Allocation Board.

**Approval of the Minutes**

MOTION: CHEN-WELCH/PARTLOW move to approve the Board of Finance  
Minutes #6 dated December 7<sup>th</sup>, 2009 APPROVED

**Old Business**

A. Request from the Associated Students Government from Unallocated in an amount not to exceed \$1,500.69 for the purchase of a Dell Desktop Computer – Action Item  
This purchase would replace the Mac desktop in the AS Council office that has become outdated. The Dell would provide the same functionality as the other PC's in the AS Council Office.

MOTION: AHMED/PARTLOW move to approve the request from the Associated  
Students Government from Unallocated in an amount not to exceed  
\$1,500.69 for the purchase of a Dell Desktop Computer APPROVED

Chapin explained that the AS Council Office has an older Macintosh computer that is not fully functional. Chapin stated that this computer would replace the former and would be using a windows platform that is similar to other PC's in the AS Office. Chapin clarified that this would also need to be approved by Council.

- B. Associated Students Annual Fiscal Audit Proposal—Action Item  
Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board. It is the responsibility of the Board of Finance to make a recommendation to the Associated Students Council as to which audit firm is selected.

MOTION: CHAPIN/CHEN-WELCH move to approve the request from Hunter, Hunter and Hunt to extend the existing agreement for one year at an amount not to exceed \$6,000.00 with the expectation that a three-year audit search be done for the 2010-11, 2011-12 and 2012-13 fiscal year.

APPROVED  
AS AMENDED

Tyson explained that the University would like to eventually have all campus auxiliaries to have the same auditor. The University is requesting that the Associated Students extend their agreement with the auditor for one more year. Tyson noted that it would be difficult to conduct a solicitation for bids at this point in the year; CPA firms are currently in the middle of the annual tax season.

MOTION: CHAPIN/CHEN-WELCH move to amend the original motion to include that the call for proposals following the one year extension be conducted by the Associated Students.

APPROVED

Chapin felt strongly that the Associated Students Council should continue to control the hiring of their own independent auditor.

### Announcements

Tyson stated that the AS budget proposals are due to on Wednesday, February 10<sup>th</sup>.


### Adjournment

Gradine adjourned the meeting at 2:15 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:



Alex Gradine  
Administrative Vice President  
Chair, Board of Finance

**WOMEN'S RESOURCE CENTER**

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**MEMO**

**Date:** 2/09/10

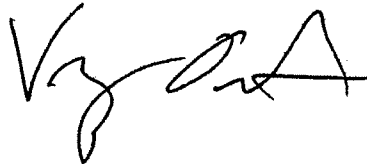
**To:** AS General Manager, Joan Tyson &  
AS Administrative Vice President, Alex Gradine  
**From:** Women's Resource Center, Vynessa Ortiz *V.O.*  
**RE:** Kink on Campus

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The Women's Resource Center would like to request permission to spend \$900 out of the Special Projects line-item 5120-4728 for our annual Kink on Campus events. These events are a three-day long series of workshops/presentations on sex positivity and sexual assault prevention. As part of the event we will be ordering "Consent" t-shirts (\$700) to give out at these events and other events throughout the semester. We also have \$200 in expenses for presenters and refreshments for the events. Kink on Campus will be taking place from February 17-19, so we will need approval within the next 7 days. The events were very well attended last year and we plan to do extensive outreach this year to promote our events.

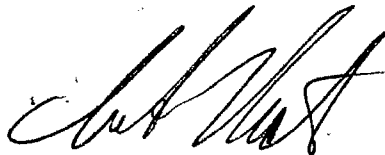
Thank you,

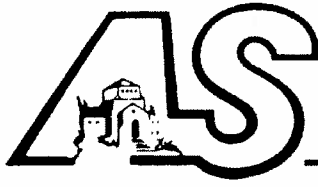
Vynessa Ortiz, Fiscal and Staff Coordinator



Women's Resource Center

Christine Mata, Program Advisor





February 2, 2010

TO: Associated Students, Board of Finance  
FROM: Aaron Wilyer, California State Student Association <sup>AW/W</sup>  
RE: Request from Unallocated for funds to provide transportation to Student Rally

The California State Student Association is requesting funds to provide travel for approximately 57 students from the State Capitol in Sacramento on March 22, 2010. The funds will cover the cost of chartering a bus for a one way trip from the State Capitol to HSU.

Students will be traveling to the State Capitol to take part in a rally organized by the California State Student Association. The rally will have students from all 23 CSU campuses. Students will be participating in the rally to put pressure on the legislature to stop any cuts from the CSU system for the next fiscal year.

Students will benefit on multiple levels making a direct impact on the legislature on behalf of other HSU students. Students will also gain experience in activism and government.

Due to spring break ending the day before the rally, it would be unlikely to find 57 students to fill a bus on the way down to the State Capitol. Many students will be in Sacramento for spring break and would stay the extra day for the rally if they knew they could get a ride back to HSU after the rally is over. The one-way trip back to HSU encourages students to go to the rally while not wasting the funds for a bus ride down.

Thank you for your consideration of this request. If you need to contact me you can do so at [aww11@humboldt.edu](mailto:aww11@humboldt.edu) or by phone at (707) 826-5415

## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF A.S. PROGRAM:** California State Student Association  
**CONTACT PERSON:** Aaron Wilyer  
**Phone:** (707)-826-5415  
**Email:** aww11@humboldt.edu

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

1	<i>Requested A.S. Unallocated Funds</i>	\$1,637.00
2		
3		
4		
5		
6		
7		
<b>Total Income:</b>		<b>\$1,637.00</b>

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

1	<i>Estimated cost of a one-way bus</i>	\$1,637.00
2		
3		
4		
5		
6		
7		
<b>Total Expenditures:</b>		<b>\$1,637.00</b>

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

**REVIEWED BY:** J. Joan Tyson  
**CLUB/PROGRAM ADVISOR NAME**  
Aaron Wilyer  
**BUDGET ADMINISTRATOR NAME**

J. Joan Tyson  
**SIGNATURE**  
[Signature]  
**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.

<b>Line Item:</b>	<u>Estimated Cost of a one-way bus</u>	<u>\$1,637.00</u>
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Explanation:	<u>CSSA has estimated the cost of a one-way bus trip from Sacramento to HSU to hold</u> <u>approximantely 57 students.</u>	
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Explanation:	<hr/>	<hr/>
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