

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, February 28<sup>th</sup>, 2011  
University Center, South Lounge Conference Room  
2:00 p.m.  
Agenda #9

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #9 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #8 dated February 14<sup>th</sup>, 2011 – Action Item
- VI. Old Business
  - A. Request from Associated Students Government from Unallocated in an amount not to exceed \$2,616.00 for the costs associated with the purchase of 750 academic planners – Action Item  
The Associated Students Government would like to provide 750 free personalized planners for students in the 2011-2012 school year. The planners would include information on Associated Students programs, events and resources for HSU students and would be purchased in conjunction with the HSU Bookstore.
- VII. Announcements
  - A.S. Budget Hearings – Saturday, March 5, 2011 Nelson Hall East Room 120
  - 10:00 a.m. – Board Convenes
  - 10:15 a.m. – Drop-In Recreation
  - 10:30 a.m. – Waste Reduction and Resource Awareness Program
  - 10:45 a.m. – Graduation Pledge Alliance
  - 11:00 a.m. – A.S. Budget Development
  - 12:00 p.m. – Lunch Break
- VIII. Adjournment

**DRAFT**

Associated Students Board of Finance  
Humboldt State University  
Monday, February 14<sup>th</sup>, 2011  
University Center, South Lounge Conference Room  
Minutes #8

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday, February 14, 2011 in the University Center, South Lounge Conference Room.

**Roll Call**

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

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: WARD/MEYERS move to approve Agenda #8 APPROVED

**Chair's Report**

Partlow thanked everyone for attending the meeting.

**Approval of the Minutes**

MOTION: WARD/CASWELL move to approve the Board of Finance Minutes #7  
dated January 31<sup>st</sup>, 2011 APPROVED

**Old Business**

- A. Request from the MultiCultural Center and the International Cultural Festival Club from Unallocated in an amount not to exceed \$500.00 for the costs associated with the Shaolin Kung Fu Group performance at the International Cultural Festival – Action Item  
The Shaolin Kung Fu Group will be the featured performance at the 2011 International Cultural Festival. The International Cultural Festival Club has already obtained maximum funding from the Activities Coordinating Board/MultiCultural Center Allocation Board.

MOTION: WARD/RODRIGUEZ move to approve the request from the MultiCultural Center and the International Cultural Festival Club from Unallocated in an amount not to exceed \$500.00 for the costs associated with the Shaolin Kung Fu Group performance at the International Cultural Festival APPROVED

Marylyn Paik-Nicely, Director of the MultiCultural Center and Cheng Du a student, were present on behalf of the request. Du explained that the event has been a twenty year tradition at HSU and provides an opportunity to learn about cultures from around the world. The Shaolin Kung Fu group would provide a forty minute kung fu and acrobat demonstration. The cost for the Shaolin Kung Fu performance is \$3,000.00 and the group has already received \$2,500.00 in club and activity and diversity grants. Meyers asked if the Inter Cultural Festival has had large performances in the past. Paik-Nicely stated that the festival typically has a large cultural demonstration in the evening. Paik-Nicely also noted that a significant part of the festival has changed because of the new university food policy. This year the festival will have rice bowls catered from Pak-Indian Cuisine. Partlow asked what the typical attendance for the festival is. Paik-Nicely stated that the average attendance ranges between 600 and 700 people.

- B. Request from HSU Children's Center from Special Projects – Facilities Reserves in an amount not to exceed \$3,200.00 for costs associated with renovating the lawn and drainage in the Children's Center –Action Item

The current lawn is uneven and has a drainage problem and is often too soggy for children to use between October and May.

MOTION: CASWELL/MEYERS move to approve the request from the HSU Children's Center from Special Projects – Facilities Reserves in an amount not to exceed \$3,200.00 for costs associated with renovating the lawn and drainage in the Children's Center. APPROVED

Trudi Walker, Director of the Children's Center, was present on behalf of the request. Walker explained that the lawn is often unusable because of drainage issues. Walker further explained that the lawn was last installed ten years ago by a campus contractor. The work provided would include leveling out the soil, removing fill and installing a sand and rock drainage system underneath the new sod. Drainage would be placed underground that would empty to the street gutter. Caswell asked if other bids were solicited for the work. Walker responded that the work is on University Property and must be completed by Plant Operations. Caswell asked Tyson what the balance of the Special Projects – Facilities Reserve fund was. Tyson replied that the Facilities Reserve had approximately \$50,000.00.

- C. Request from Associated Students General Operations in an amount not to exceed \$1000.00 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.

MOTION: MEYERS/WARD move to remove from the table and approve the request from Associated Students General Operations in an amount not to exceed \$1000.00 from Unallocated for costs associated with a review of the Associated Students Articles of Incorporation and Constitution by legal counsel TABLED INDEFINITELY

Tyson stated that the original amount requested would cover the costs associated with hiring a

consultant who is familiar with the law to review the Associated Students governing documents. Tyson contacted two lawyers to receive an estimated cost of services. Tyson received one response and was quoted \$5,000.00 to begin the process. The Council would then need to provide direction as to which direction they would like to take the process. Tyson suggested that the Associated Students may want to consider rewriting the Associated Students Constitution and Code into Bylaws. Partlow asked Tyson where the costs associated with hiring a lawyer to review the documents could come from. Tyson responded that it would be an appropriate expense from the Associated Students Operations Reserve. Meyers asked if there was an immediate deadline to come into compliance. Tyson replied that there is no immediate deadline for compliance and suggested that the Board of Finance table the proposal indefinitely until the Council addresses its bylaws.

MOTION: CASWELL/WARD move to table the request indefinitely APPROVED

- D. 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 2011-12 budget request. Date of Budget Hearings is Saturday, March 5<sup>th</sup> –Action Item  
Budget Hearings for 2011-12 for selected AS Programs have been scheduled for March 5<sup>th</sup>, at which time they need to be prepared to clarify any areas in their budget request.

The Board came to a consensus to call in the Graduation Pledge Alliance, Drop in Recreation and the Waste Reduction Resource Awareness Program.

MOTION: MEYERS/WARD move to call in the Graduation Pledge Alliance, Drop in Recreation and the Waste Reduction Resource Awareness Program to the 2011-12 Budget Hearings on Saturday, March 5<sup>th</sup>, 2011 APPROVED

### Announcements

There were no announcements.


### Adjournment

Partlow adjourned the meeting at 3:22 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



February 28, 2011

TO: Associated Students, Board of Finance  
FROM: Kristy Eden, A.S. Student Affairs Vice President *KE*  
RE: Request for Unallocated Funds to Purchase Free Academic Planners

The Associated Students Government is requesting funds to provide 750 free 2011-2012 academic planners to approximately 750 students at Humboldt State University during the beginning of the Fall 2011 semester. The funds will cover the cost of printing, designing and shipping the planners before the upcoming academic year.

In previous years, Associated Students has worked to give these planners to students in an effort to inform students of the role and mission of Associated Students as well as help students keep on track.

This year, the Associated Student will again be partnering with the HSU Bookstore to create one universal planner which will both promote Associated Students as well as the entire University Center. Because of this partnership, we will be able to lower the total cost of the bulk order both for Associated Students and the Bookstore by almost 25%. In addition, the Bookstore will be able to sell these planners at a more affordable cost.

Associated Students will give away 750 free planners. Planners will also be sold at the HSU Bookstore

Thank you for your consideration of this request. If you need to contact me you can do so at [kle18@humboldt.edu](mailto:kle18@humboldt.edu) or by phone at (707) 826-5412.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF A.S. PROGRAM:** Associated Students Government  
**CONTACT PERSON:** Kristy Eden, Student Affairs Vice President  
**Phone:** (707) 826-5412  
**Email:** kle18@humboldt.edu

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

1	<i>Requested A.S. Unallocated Funds</i>	\$2,616.00
2		
3		
4		
5		
6		
7		
<b>Total Income:</b>		<b>\$2,616.00</b>

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

1	<i>Cost of Ordering, Printing and Shipping of Planners</i>	\$2,400.00
2	<i>Sales Tax</i>	\$216.00
3		
4		
5		
6		
7		
<b>Total Expenditures:</b>		<b>\$2,616.00</b>

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 Rodriguez  
BUDGET ADMINISTRATOR NAME

Joan Rodriguez  
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:** Cost of Ordering, Printing and Shipping of Planners \$2,400.00

**Explanation:** The Associated Students plans to order 750 planners at an expense of \$3.20 per unit.  
The cost includes proof, production, printing and shipping of planners. A discount in the  
per unit price has been made available because of a combined order in partnership with  
the HSU Bookstore.

**Line Item:** Salex Tax \$216.00

**Explanation:** The cost for the planners is \$2,400.00 and a nine percent sales tax rate is applied to the  
purchase.

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
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**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
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**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
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**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
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