

**Associated Students Board of Finance  
Humboldt State University  
Meeting on Wednesday, March 24<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
2:00 p.m.  
Agenda #10**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #10 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #9 dated March 3<sup>rd</sup>, 2010 – Action Item
- VI. Old Business
  - A. Request from the Sustainable Living Arts and Music Festival (SLAM Fest) in an amount not to exceed \$1500.00 from the Film Festival Trust Account for the purchase of hemp paper, advertisements in the Lumberjack, the purchase of ten t-shirts and other miscellaneous expenses. – Action Item  
The SLAM Fest is requesting access to \$1,500.00 for additional expenses for the SLAM fest. The amount requested includes \$1100.00 in expenses to be determined.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Wednesday, March 3<sup>rd</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #9

**DRAFT**

**Call to Order**

Alex Gradine called the Board of Finance meeting to order at 2:00 p.m., Wednesday, March 3, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

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

Members Absent: Nida Ahmed (excused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: PARTLOW/CHEN-WELCH move to approve Agenda #9 APPROVED

**Chair's Report**

Gradine thanked everyone for participating in the budget process.

**Approval of the Minutes**

MOTION: PARTLOW/CHEN-WELCH move to approve the Board of Finance Minutes #8 dated February 15<sup>th</sup>, 2010 APPROVED

**Old Business**

A. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed \$2,000.00 from the MCC's Special Projects (In House) for the performance fee of *Natural Vibrations* at a fundraising concert on April 22<sup>nd</sup>, 2010 – Action Item  
Budget Language #22 of the MCC 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.

MOTION: PARTLOW/CHAPIN move to approve the request from the MultiCultural Center to spend an amount not to exceed \$2,000.00 from the MCC's Special Projects (In House) for the performance fee of *Natural Vibrations* at a fundraising concert on April 22<sup>nd</sup>, 2010 APPROVED

Marylyn Paik-Nicely, director of the MCC, was present on behalf of the request. Paik-Nicely stated that *Natural Vibrations* will be routed through the area because they will be playing in Hawkins Bar on April 20th. The event will raise funds for the MCC through food sales, but the

actual concert would be free. Gradine explained to the board that the budget language for programs require that approval be obtained for expenditures over \$500.00 from the special projects line item. Chapin asked Paik-Nicely what expenses had been deducted from the Special Project line item so far this year. Paik Nicely explained that Q-Fest and other events done in collaboration with other groups had been paid for through Special Projects. Paik-Nicely further explained that there is still a large amount left in the line item due to grants that the MCC has received.

- B. Request from the MultiCultural Center (MCC) for a line-item transfer in an amount not to exceed \$437.50 from line-item Hourly Wages to line-item Work Study – Action Item A Community Coordinator at the MCC has been awarded work study. Transferring the amount into the Work Study line item will allow the student to collect their financial aid award. It is requested that \$437.50 be transferred for the Spring semester.

MOTION: CHAPIN/CHEN-WELCH move to approve the request from the MultiCultural Center for a line-item transfer in an amount not to exceed \$437.50 from line-item Hourly Wages to line-item Work Study

APPROVED

Paik-Nicely was present on behalf of this request. Paik-Nicely explained that they have a student in the Latino Community Coordinator position that receives a work study award. The funding would be transferred to work study so that she may use this funding.

- C. Request from the Associated Students Government from Unallocated for funds in an amount not to exceed \$3,250.00 for purchase of 1,000 academic planners. –Action Item The Associated Students Government would like to provide 1,000 free personalized planners for students in the 2010-2011 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.

MOTION: PARTLOW/CHEN-WELCH move to approve the request from the Associated Students Government from Unallocated for funds in an amount not to exceed \$3,250.00 for the purchase of 1,000 academic planners

APPROVED

Joyce Tam, AS Student Affairs Vice President, was present on behalf of the request. Tam has been working in conjunction with the bookstore to order the planners. 1,000 of the planners would be given away to students at the beginning of the 2010-11 school year. Tam stated that the planners would make a great recruitment tool. The bookstore normally purchases planners in bulk and the cost of ordering together would save each organization about 25% of the total cost. The Associated Students would be able to design their own cover for the planners that they would be distributing. Chapin asked Tam what information would be included in the planner. Tam explained that the planner would include information about Associated Students, Committee information and the AS Mission statement. Information about Clubs would also be provided.

- D. 2010-2011 Recommended Associated Students Budget – Action Item Review and approval of the 2010-2011 recommended A.S. Budget.

MOTION: CHAPIN/PARTLOW move to approve the 2010-2011 Recommended Associated Students Budget. APPROVED

The AS Program Budget Hearings were held on Saturday, February 27<sup>th</sup>, 2010. After the hearings, the Board of Finance proceeded to discuss each programs request and developed a recommended budget for 2010-11. The recommended budget, with appropriate budget language was submitted for approval and will be distributed to the AS Council on Monday, March 8<sup>th</sup>, 2010. AS Programs will also receive the 2010-11 AS Recommended Budget on March 8<sup>th</sup>. On Monday, March 29, 2010 the AS Council will have a meeting to discuss the recommended budget. The Council will take action on Monday, April 5 to approve the budget or to select the programs to appear at the next meeting, April 12. Programs will also be given an opportunity to appeal their recommended budget to Council and Council will also be given an opportunity to call in a program if they have questions about the recommendation.

The recommended budget will be forwarded to President Richmond for approval. It is hoped that anyone that has questions or comments about the budget, or the process, will contact any of the Board of Finance members prior to the April 5<sup>th</sup> meeting. A binder of the 2010-11 budget requests is available in the AS Council Office.

Tyson handed out an updated budget document reflecting recommendations made on February 27, 2010 and highlighted changes.

### Announcements

Chapin announced that application packets are available on Monday, March 8<sup>th</sup> to run for AS Council.

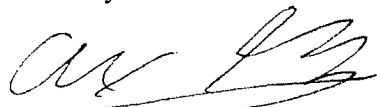
### Adjournment

Gradine adjourned the meeting at 2:28 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

  
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Alex Gradine  
Administrative Vice President  
Chair, Board of Finance



# HUMBOLDT STATE UNIVERSITY

Campus Clubs & Activities

To: Associated Students, Board of Finance

From: Jerri Jones, Clubs & Activities

Date: March 11, 2010

RE: Sustainable Arts and Music Festival (SLAM)

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Planning for SLAMfest is well underway, and the coordinators have many great ideas. It has been a great opportunity for me to work with three amazing students on an event that is so impactful to HSU students and in the future hopefully our world. As the idea would be that students will take what they have learned at SLAM and incorporate it into their daily lives and hopefully into their future careers. Unfortunately, because of my inexperience with putting on an event such as SLAM and the change to the overall event this year. I have cut myself short in regards to budget. The good news is that I am not requesting funds from unallocated or that my previous budget be restored, but that I am allowed access to the SLAM Trust Account. Currently SLAM trust has \$7659.00 which came from admission fees, donations, and vendor fees collected from previous years.

I realize now that I can only access up to a combined total of \$200.00 without approval from Board of Finance. With the limited amount of time between now and SLAM it would be impossible for me to estimate or to guess all of the expenses that may come up. My request is to have access to \$1500.00 for SLAM expenses. I would be happy to provide Board of Finance with a copy of our expenses for the event, listing exactly what the \$1500.00 was used for.

As of now I know that we would like to use Hemp paper for our quarter sheet flyers and our invitation letters to the community and clubs. The Hemp paper costs .12 per sheet and I would estimate that we will need about 200. We would also like to run a half page ad in the Lumberjack at a cost of \$160.94 the week of the event and a quarter sheet ad the week before at a cost of \$64.38. Coordinators would also like to purchase 10, 100% cotton, made in the USA T-shirts for the Coordinators and a few of the volunteers, at a cost of \$15.00 each.