

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, September 27th, 2010
University Center, South Lounge Conference Room
2:00 p.m.
Agenda #2

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #2 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #1 dated September 15th, 2010 – Action Item
- VI. Old Business
 - A. Board of Finance Orientation – Information Item
The Board of Finance will receive an orientation that will cover procedures, the 2010-11 Budget, Fiscal Code and Reserve Policies.
 - B. A. S. Board of Finance 2010-11 Standing Rules and Meeting Dates – Action Item
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2010-11 meeting schedule.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Wednesday, September 15th, 2010
University Center, South Lounge Conference Room
Minutes #1

DRAFT

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:05 p.m., Wednesday September 15, 2010 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 #1 APPROVED

Chair's Report

Partlow welcomed everyone and noted that this was the first meeting that she had chaired the Board of Finance.

Approval of the Minutes

MOTION: WARD/RODRIGUEZ move to approve the Board of Finance Minutes #11 dated April 7th, 2010 APPROVED

Old Business

- A. 2009-10 Independent Audit Report Draft – Action Item
Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board.

MOTION: CASWELL/WARD move to accept the 2009-10 Audit APPROVED

Tyson introduced Heidi Chien, Associate Executive Director of the University Center and Donna Taylor, Certified Public Account from the accounting firm of Hunter, Hunter & Hunt. The Board of Finance introduced themselves to the audit team. Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board. The 2009-10 audit report was provided by the accounting firm of Hunter, Hunter, and Hunt. The Board of Finance is the board designated responsibility for audit-related items and recommends approval to the full governing board.

Taylor reviewed in detail the components of the audit, including internal controls, income statement, profit and loss statement and statement of activities. The report of the financial statement of the Associated Students for the year ending June 30, 2010 expressed an unqualified opinion. Taylor explained that this means there were no current findings by the auditors and no

recommendations were made. This is the cleanest opinion possible and the Associated Students consistently achieves this goal. Taylor stated that the Associated Students is well managed and has a strong cash position. Associated Students is the custodian of the clubs funds and manages their accounts. Chien also explained that a portion of the Instructionally Related Activities (IRA) Fee is managed by the Associated Students.

Caswell asked for information on what LAIF was. Taylor explained that LAIF is the Local Agency Investment Fund, a fund that is invested in by California municipalities and other organizations. Chien explained that Title V requires that student fee money not be invested in any fund that has capital fluctuations and that LAIF is backed by the full faith and credit of the State of California.

Ward left the meeting at 3:00 p.m.

- B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item
The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

Tyson reviewed the policy in detail with the Board of Finance.

Announcements

- A. Next Board of Finance Meeting – Monday, September 27th, 2010 2:00 p.m. – Information Item
- Board of Finance Orientation
 - Board of Finance 2010-11 Standing Rules and Meeting Dates

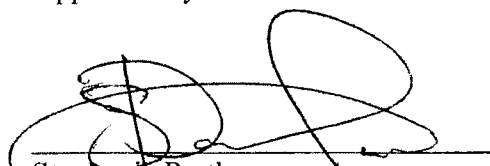
Adjournment

Partlow adjourned the meeting at 3:17 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Secretary

Approved by:


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

**ASSOCIATED STUDENTS COUNCIL 2010-11
STANDING RULES**

DRAFT

PROPOSED: September 27, 2010

I. MEETINGS

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at 2:00 p.m. as per the attached schedule unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A two-thirds (2/3) vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by 4:00 p.m. regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.
 - 1. For purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.
- B. All New Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Council Assistant by 5:00 p.m. the Monday preceding the meeting it is on the agenda. The A. S. Council Assistant will distribute the proposed items to each member of the Board of Finance and the General Manager.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.

III. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance
2010-11
Meeting Schedule**

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FALL SEMESTER 2010

Meetings of the AS Board of Finance are held at 2:00 p.m. in the University Center South Lounge Conference Room unless otherwise noted.

Wednesday, September 15, 2010

Monday, September 27, 2010

Monday, October 11, 2010

Monday, October 25, 2010

Monday, November 8, 2010

Monday, December 6, 2010

SPRING SEMESTER 2011

Meetings of the AS Board of Finance are held at 2:00 p.m. in the University Center South Lounge Conference Room unless otherwise noted.

Monday, January 31, 2011

Monday, February 14, 2011

Saturday and Sunday, February 26 & February 27, 2011 *

Wednesday, March 2, 2011

Wednesday, March 23, 2011

Wednesday, April 6, 2011

Monday, April 18, 2011

* The Board of Finance will be meeting for full day sessions on February 26 and February 27 for AS Budget Hearings and will be held in Nelson Hall East, Room 106.

Associated Students Board of Finance Meetings are conducted in accordance to the Gloria Romero Open Meeting Act of 2000 and are open to all students, faculty, staff, administrators, community members and other interested parties.