

**Associated Students Board of Finance**  
**Humboldt State University**  
**Meeting on Monday, October 25<sup>th</sup>, 2010**  
**University Center, South Lounge Conference Room**  
**2:00 p.m.**  
**Agenda #4**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #3 dated October 11<sup>th</sup>, 2010 – Action Item
- VI. Old Business
  - A. Request from the Marching Lumberjacks from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of two alto saxophones, two trumpets, one snare drum, one bass drum, one tenor saxophone and two sousaphone cases – Action Item  
The new instruments would supplement the current inventory and allow more members who don't own their own instruments to perform.
  - B. Review and approval of Associated Students 2009/2010 Comparison of Budget to Actual – Action Item  
The Board of Finance will review and approve the 2009/2010 Comparison of Budget to Actual. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.
- VII. Announcements
- VIII. Adjournment

**DRAFT**

Associated Students Board of Finance  
Humboldt State University  
Monday, October 11<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #3

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday October 11<sup>th</sup>, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

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

Members Absent: Scott Meyers (excused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: WARD/CASWELL move to approve Agenda #3 APPROVED

**Chair's Report**

Partlow had no report.

**Approval of the Minutes**

MOTION: WARD/RODRIGUEZ move to approve the Board of Finance Minutes #2 dated September 27<sup>th</sup>, 2010 APPROVED

**Old Business**

- A. Request from the California State Student Association (CSSA) from Unallocated in an amount not to exceed \$272.00 for the costs associated with a Pizza Party event for Voter Registration efforts – Action Item  
CSSA is seeking funding to provide pizza to students who live in the residence hall that has the higher percentage of students who register to vote.

MOTION: RODRIGUEZ/WARD move to approve the request from the California State Students Association from Unallocated in an amount not to exceed \$272.00 for the costs associated with a Pizza Party event for Voter Registration efforts APPROVED

Guerrero explained that the pizza party is to motivate students in the residence halls to register to vote. The residence hall with the highest voter registration will receive the pizza party. Caswell asked how the pizzas will be prepared. Guerrero explained that the pizzas will be purchased from an outside vendor but that the order will be managed by HSU Dining Services. The event

will be held in the common area of the residence hall that wins.

- B. Request from Associated Students General Operation from Facilities Reserves in an amount not to exceed \$2,889.46 for costs associated with the replacement and programming of the Buck House Fire Alarm Control Panel – Action Item  
On August 6, 2010 the alarm system in the Buck House, which houses the Campus Center for Appropriate Technology, failed. It is required by the fire marshal that the alarm system in the Buck House is operating for the Co-Directors to live on the premises.

MOTION: CASWELL/RODRIGUEZ move to approve the request from the Associated Students General Operations from Facilities Reserves in an amount not to exceed \$2889.46 for costs associated with the replacement and programming of the Buck House Fire Alarm Control Panel  
APPROVED

Miles Danforth, a CCAT Co-Director, and Joan Tyson, the Associated Students General Manager, were present on behalf of the request. Tyson stated that during the summer the campus was alerted that the Fire Alarm system within the Buck House had failed. It is required by the State Fire Marshall that a fire alarm system be installed in any building that students occupy. Tyson explained that the Facilities Reserve would be an appropriate funding source for the purchase. Ward stated that the costs associated with the installation seemed reasonable. The current fund in Facilities Reserve is \$54,964.00

- C. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 203, Reserve Policy, Fund Designation and Procedure for Expenditure – Action Item  
The Board of Finance will review and approve the current policy regarding Reserves, Reserve Fund Designation and the Procedure for Reserve Expenditures. This policy was adopted by the Council in December, 2000 and no revisions are proposed.

MOTION: WARD/CASWELL move to approve the Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 203, Reserve Policy, Fund Designation and Procedure for Expenditure  
APPROVED

Tyson explained that it is good business practice to bring policies back for review periodically. There were no suggested changes to the policy.

- D. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 204, General Investment Policy – Action Item  
The Board of Finance will review and approve the current policy regarding investment of Associated Students Funds. This policy was adopted by Council in December, 2000 and no revisions are proposed.

MOTION: WARD/RODRIGUEZ move to approve the Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 204, General Investment Policy  
APPROVED

Tyson answered a question regarding the AS LAIF account. There were no suggested changes to the Policy.

- E. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 208, Purchasing Policy – Action Item  
The Board of Finance will review and approve the current policy regarding purchasing with Associated Students Funds. This policy was adopted by Council in December, 2000. Proposed revisions are indicated with strikethroughs and italics.

MOTION:                   WARD/CASWELL move to approve the Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 208, Purchasing Policy  
APPROVED

Tyson explained that the proposed revisions will make this policy and the budget language contained in the AS budget match.

**Announcements**

Rodriguez announced that it is Indigenous People’s Week. Partlow noted that the funds provided for Indigenous People’s Week was provided by the ACB/MCC Allocation Board.

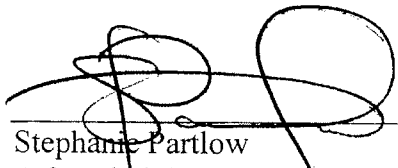
**Adjournment**

Partlow adjourned the meeting at 2:25 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Secretary

Approved by:

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

TO: Associated Students – Board of Finance  
FROM: Scott Gerving, Marching Lumberjacks Advisor SG  
scott.gerving@humboldt.edu x4154  
DATE: 10/18/2010  
RE: Unallocated Funds Request

The Marching Lumberjacks would like to request \$3,000 of unallocated AS funds to purchase miscellaneous instruments. These new instruments will supplement our current inventory and allow more members who don't own their own instruments to perform. The selections were made by the current student members of the group and include:

- 2 Alto Saxophones
- 2 Trumpets
- 1 Snare Drum
- 1 Bass Drum
- 1 Tenor Saxophone
- 2 Sousaphone Cases (Note: these are to replace existing damaged cases)

The subtotal for the above comes to \$2,657.73 from The Woodwind and Brasswind (wwbw.com); the requested \$3,000 would cover any applicable shipping charges and sales tax. The Woodwind and Brasswind is our normal vendor for instrument and accessory purchases. They are a medium sized company with a reputation of quality service and charitable donations.

If AS is not able to allocate the requested \$3,000 for this purchase we would be very grateful and appreciative for any contribution that could be made towards instrument purchases. No other sources of revenue have been explored at this point.



# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Marching Lumberjacks

CONTACT PERSON: Scott Gerving

Phone: x4154

Email: scott.gerving@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$3,000.00</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>
	<b><u>Total Income:</u></b>	<b><u>\$3,000.00</u></b>

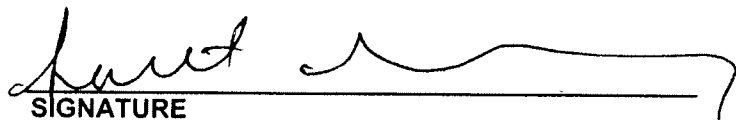
**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Musical Instruments</u>	<u>\$3,000.00</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>
	<b><u>Total Expenditures:</u></b>	<b><u>\$3,000.00</u></b>

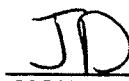
For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Scott Gerving  
CLUB/PROGRAM ADVISOR NAME

  
SIGNATURE

Jordan Doane  
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:** Alto Saxophone (2 @ 249.99 ea) \$499.98

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

**Line Item:** Trumpet (2 @ 99.00 ea) \$198.00

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

**Line Item:** Snare Drum \$393.79

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

**Line Item:** Bass Drum \$465.99

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

**Line Item:** Tenor Saxophone \$499.99

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

**Line Item:** Sousaphone Case (2 @ 299.99 ea) \$599.98

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

**ASSOCIATED STUDENTS  
09/10 COMPARISON OF BUDGET TO ACTUAL**

<b>PROGRAM NAME</b>	<b>09 /10 REVENUE</b>	<b>09/10 EXPENSE</b>	<b>NET INCOME (6/30/10)</b>
Activities Coordinating Board	\$ 18,000.00	\$ 14,797.00	\$ 3,203.00
A.S. General Operations	\$ 227,238.00	\$ 250,414.00	\$ (23,176.00)
A.S. Insurance	\$ 9,905.00	\$ 9,297.00	\$ 608.00
A.S. Presents	\$ 104,936.00	\$ 104,501.00	\$ 435.00
Arts and Music Festival	\$ 2,799.00	\$ 2,717.00	\$ 82.00
Associated Students Gov't	\$ 70,458.00	\$ 60,584.00	\$ 9,874.00
CSSA	\$ 27,015.00	\$ 23,071.00	\$ 3,944.00
Campus Recycling Program	\$ 33,166.00	\$ 22,413.00	\$ 10,753.00
CCAT	\$ 44,901.00	\$ 39,693.00	\$ 5,208.00
Children's Center	\$ 34,100.00	\$ 34,100.00	\$ -
Club and Program Support	\$ 18,100.00	\$ 14,980.00	\$ 3,120.00
Drop In Recreation	\$ 16,500.00	\$ 16,500.00	\$ -
Eric Rofes Center	\$ 3,766.00	\$ 3,002.00	\$ 764.00
Humboldt Film Festival	\$ 14,053.00	\$ 13,684.00	\$ 369.00
Graduate Pledge Alliance	\$ 3,272.00	\$ 2,311.00	\$ 961.00
Learning Center Tutorial Prog.	\$ 14,640.00	\$ 14,786.00	\$ (146.00)
Marching Lumberjacks	\$ 5,800.00	\$ 5,469.00	\$ 331.00
MultiCultural Center	\$ 55,565.00	\$ 49,935.00	\$ 5,630.00
Sports Clubs	\$ 27,000.00	\$ 26,993.00	\$ 7.00
Student Access Gallery	\$ 7,783.00	\$ 7,715.00	\$ 68.00
Women's Resource Center	\$ 28,992.00	\$ 25,452.00	\$ 3,540.00
Youth Educational Services	\$ 58,315.00	\$ 55,710.00	\$ 2,605.00
Student Life Support	\$ 11,000.00	\$ 11,000.00	\$ -
	\$ 837,304.00	\$ 809,124.00	\$ 28,180.00