

**\*\*Special Meeting\*\***  
Associated Students Board of Finance  
Humboldt State University  
Meeting on Friday, April 6, 2018  
Nelson Hall East, Room 120  
3:00 p.m.  
Agenda #13

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #13 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes
- VI. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.) Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising their public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VII. New Business
  - A. Request from the Earth Week Planning Committee for \$2000 – **Action Item**  
The committee will review and take action on a \$2000 request to pay for food, speakers, materials, and supplies for Earth Week 2018.
- VIII. General Discussion - At this time the Board of Finance members may have a general discussion on topics regarding the committee.
- IX. Announcements
- X. Adjournment

*This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Patric Esh, A.S. Board Coordinator, at [patric.esh@humboldt.edu](mailto:patric.esh@humboldt.edu) or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.*



**A.S. PROGRAM DISCRETIONARY FUND REQUEST FORM**  
(Hand-written submissions will not be accepted)

Name of A.S. Program: Earth Week Planning Committee  
Contact Person: Desteny Gutierrez  
Phone: 5623167070 Email: dg1677@humboldt.edu

**I. GENERAL NARRATIVE**

**Complete Description of Project or Item(s) To Be Purchased:**

All purchases of the Earth Week Planning Committee will go towards having a successful Earth Week at HSU and the local community. These expenses range from purchasing movie license to materials for art projects. Items to be purchases include food, keynote speakers, materials for events and workshops, supplies for students to take home and towards prizes for those who participate throughout Earth Week.

**Justification for A.S. Funding (How Will Students Benefit From This Expenditure?)**

Funding received from Associated Students will benefit the community as a whole. Students will benefit from the events hosted by the Earth Week Planning Committee because these events will bring the community together, introduce resources they have here, educate them on environmental issues and sustainable living, connect for a greater cause, encourage creative expression amongst our peers and bring good memories to remember their time at HSU.

**How Has The Program Explored Environmentally/Socially Responsible Purchase Options?**

The Earth Week Planning Committee prioritizes being environmentally, socially and economically sustainable. We have explored environmentally responsible purchase options by using our resources and the things available to us, limiting ourselves to requesting only what we need, investing in reusable materials, providing vegetarian/vegan foods and decomposable materials, using used items and reducing our waste and energy use. Additionally, the committee has explored socially responsible options by receiving feedback from the HSU community, considering others preferences, being inclusive to all and understanding our limits.

## II. REQUEST FOR DISCRETIONARY FUNDS BUDGET JUSTIFICATIONS

Please provide a detailed description for each expenditure item. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item 1: Food Amount: 1000

**Explanation:**

The Earth Week Committee plans to provide a variety of food throughout the week to bring people together, increase attendance and appreciate those who participate. Some events we'd provide food are a memorial for Josiah Lawson, our kickoff event in the quad, our keynote speaker banquet and a sandwich bar for our Art Gallery presentation

Line Item 2: Outreach Amount: 500

**Explanation:**

The Earth Week Committee plans to promote our activities and events through fliers, stakes, chalking and giving away apparel with our logo on it. With this funding, we hope to give away 50 shirts and sweatshirts (approximately \$10 each) that will be custom made by the Earth Week Committee.

Line Item 3: Panels/Speakers Amount: 200

**Explanation:**

This funding will provide travel expenses for the panel members and guest speakers that we have invited to present throughout the week. Some of these speakers include urban farmers from San Francisco and local farmers. Remaining funds will be used to purchase thank you gifts for these guests.

Line Item 4: Workshops Amount: 200

**Explanation:**

Workshop funding will be used for materials needed to host workshops as well as the take-aways from the workshop. Some workshops in need of funding are candle making, soap making, vivarium enclosures, cooking workshop and bicycle repairs.

Line Item 5: Miscellaneous Amount: 100

**Explanation:**

Miscellaneous funds will be reserved for any additional activities that organizations or students might want to contribute to the events beyond our set schedule, including any suggestions the Earth Week Committee receives while tabling in the quad the week prior to Earth Week.

Line Item 6: \_\_\_\_\_ Amount: \_\_\_\_\_

**Explanation:**



### III. INCOME AND EXPENDITURES

INCOME: List A.S. subsidy requested and other approved sources of income.

<u>Approved Funding Source</u>	<u>Amount:</u>
1. <u>Requested A.S. Funds</u>	<u>\$ 0.00</u>
2. _____	_____
3. _____	_____
<b>Total Income:</b>	<u>\$ 0.00</u>

INCOME: List potential sources of income.

<u>Potential Funding Source:</u>	<u>Amount:</u>	<u>Outcome:</u>
1. <u>Coffee sales</u>	<u>200</u>	<u>Pending</u>
2. _____	_____	<u>Pending</u>
3. _____	_____	<u>Pending</u>
<b>Total Income:</b>	<u>\$ 0.00</u>	

#### Expenditures.

1. <u>Food</u>	<u>1000</u>
2. <u>Outreach</u>	<u>500</u>
3. <u>Panels/Speakers</u>	<u>200</u>
4. <u>Workshops</u>	<u>200</u>
5. <u>Miscellaneous</u>	<u>100</u>
6. _____	_____
<b>Total Expenditures:</b>	<u>\$ 0.00</u> <u>2000</u>

### IV. REVIEWED BY:

<u>Desteny Gutierrez</u>	<u>Desteny Gutierrez</u>	<u>3.27.18</u>
Program Advisor Name	Signature	Date
<u>Katu Koscielak</u>	<u>Katu Koscielak</u>	<u>3-27-18</u>
Budget Administrator Name	Signature	Date