

Associated Students Board of Finance

Humboldt State University

Monday, September 10, 2018

University Center Banquet Room

Minutes #1

The Humboldt State University Associated Students Board of Finance met on the above date in Nelson Hall East Rm. 120, at Humboldt State University, Arcata, California. Chair, Bennett Perrault, called the meeting to order at 3:00 p.m.

Members Present: Nathalie Rivera, Jazmin Sandoval, Bennett Perrault

Advisors Present: Jenessa Lund

Non-members present: Anais Southard, Jay Ryan

Staff Present: Casey Park

SUBJECT: Approval of Agenda

MOTION: It was moved (Rivera) and seconded (Sandoval) to approve Agenda #1.

ACTION: Agenda #1 was approved without modification.

SUBJECT: Chair's Report – Bennett Perrault, reporting

No report.

SUBJECT: Public Comment (As per the Gloria Romero Open Meeting Act Authorized by Section 89306)

No public comment.

SUBJECT: New Business

Board of Finance Orientation

AS Executive Director, Jenessa Lund provided an orientation covering the Board of Finance procedures including the A.S. Fiscal Code, the 2018-19 Budget, and the discretionary fund process.

SUBJECT: A.S. Board of Finance 2018-19 Standing Rules and Meeting Dates

The Board of Finance read the rules by which previous Boards of Finance have agreed to operate their meetings. Also included was the proposed 2018-19 meeting schedule.

MOTION: It was moved (Rivera) and seconded (Sandoval) to adopt the 2018-19 Standing Rules and Meeting dates.

ACTION: The motion was approved.

SUBJECT: Reserve Policy, Fund Designation and Procedure for Expenditure

Executive Director Jenessa Lund described the current state of Associated Students revenue and how it is tied to enrollment, which is down turning. The target for reserves is to be 30% of the organization's annual expenditures. For this year, 30% would be approximately \$314,000. The AS Reserve has three parts: The Operating Reserve was explained to be like a rainy day fund or savings account. In the 18-19 budget, the Operations Reserve is at 80%. Capital purchases is earmarked at 10%, and 10% is earmarked for special projects and facilities.

MOTION: It was moved (Sandoval) and seconded (Rivera) to table the Reserve Policy, Fund Designation and Procedure for Expenditure approval to the next meeting.

ACTION: The motion was approved.

SUBJECT: Request from the Waste Reduction & Resource Awareness Program (WRRAP) for \$10,384.00

The Bicycle Learning Center's Jay Ryan and WRRAP's programming advisor, Anais Southard, presented a request for \$10,384.00 from Associated Students unallocated line item to go towards the Bicycle Learning Center [BLC] to pay for tools, shop space, mechanics/supervisors and outreach. The request was made considering payment of bicycle mechanic educators for the entire sixteen weeks of fall semester.

MOTION: It was moved (Sandoval) and seconded (Rivera) to recommend the allocation of \$8,084 for wages and \$916 for supplies and materials for a total allocation of \$9,000 to the Waste Reduction & Resource Awareness Program to support the Bicycle Learning Center.

ACTION: The motion was approved.

SUBJECT: Announcements

There were no announcements.

SUBJECT: Adjournment

The meeting adjourned at 4:05 p.m.

Submitted by:

Casey Park

A.S. Board Coordinator

Agreed and Accepted:

Chair

Date