

Associated Students Board of Finance  
Humboldt State University  
Monday, September 30, 2013  
Nelson Hall East, 120  
Minutes #1

**Call to Order**

Jacob Bloom, AS President and Vice Chair of the Board of Finance, called the Board of Finance meeting to order at 3:00 p.m. on Monday, September 30, 2013 in the Nelson Hall East 120.

**Roll Call**

Members Present: Jacob Bloom, Jerry Dinzes, Ana Cortes, Rosie Austin

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: DINZES/CORTES move to approve Agenda #1 dated September 30, 2013

APPROVED

**Chair's Report**

Bloom stated that once an Administrative Vice President is appointed they will chair the Board of Finance

**Approval of the Minutes**

MOTION: CORTES/AUSTIN move to approve the Board of Finance Minutes #10 dated April 22, 2013

APPROVED

**Old Business**

A. Board of Finance Orientation – Information Item

The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2013-14 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2013-14 budget and budget language--including an explanation of budgeted fee revenue and the \$50,000 allocation from the General Operating reserve. Tyson went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs and the process that a program goes through to make requests. Requests for funding approved by the Board of Finance must also be approved by the Council if they are \$300 or greater. Tyson went briefly into the 2014-15 budget process and what that process will involve and when it will begin—which is early November 2013. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2013 as follows:

Unallocated account (\$5,511), Operating Reserve (\$351,179, minus \$50,000 2013-14 Reserve

Allocation to the annual budget) Special Projects-Facilities Reserve (\$50,021, minus \$14,252 allocations to the Community Garden, CCAT Gutter repairs and Book Trade Website), and the Capital Purchases Reserve (\$49,052). These are the same amounts shown in the June 30, 2013 audit. Tyson reviewed the purpose of each reserve as outlined in the reserve policy. Unspent monies at year end go back into the AS reserves per the reserve policy.

- 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. Tyson noted that the Associated Students has been a fiscally responsible organization and that the Board of Finance does have the ability to fund projects through its Reserves when necessary. Any expenditure from reserves also requires the approval of the university president or designee. Bloom asked why the amount of the reserve accounts is not included in the 2013-14 Budget. Tyson stated that the amounts in the reserves account are provided to the AS Council in the audit. The amounts are determined at the end of the fiscal year, June 30 and the budget is finalized prior to May 1.

- C. A. S. Board of Finance 2013-14 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 2013-14 meeting schedule.

*Bloom opened the floor to Public Comment:*

Benjamin Cox, a student at large stated commented that Items C, D and E located under **I. Meetings** are part of the Gloria Romero Act and is unnecessary to be included in the Standing Rules. Cox also stated that Items G and A under **I. Meetings** are redundant.

MOTION: DINZES/CORTES move to approve A.S. Board of Finance 2013-14 Standing Rules and Meeting Dates  
APPROVED  
AS AMMENDED

Dinzes stated that he did not see an issue in the redundancy of information in the standing rules. Bloom yielded the floor to Cox. Cox stated that Item D under **II. Business** is unnecessary as the parliamentary code of authority already provides for the same process.

MOTION: CORTES move to call the question

*There was no second to calling the question. The motion died from the lack of a second.*

MOTION: DINZES/AUSTIN move to amend the motion by striking:

*D. When considering an action item lusted under Old Business the Board of Finance will:*

*1. Receive a presentation by the author.*

2. *Receive comment from members of the public.*

3. *Make a motion for action.*

APPROVED

MOTION: DINZES/CORTES move time certain until after Old Business Item C

APPROVED

- D. TIME CERTAIN 3:30 P.M. – Request from the HSU Club Humboldt Student Food Collective from Unallocated in an amount not to exceed \$2,500 for costs associated with the Fall 2013 California Student Sustainability Coalition (CSSC) Fall Convergence hosted at Humboldt State University November 9-10, 2013 – Action Item  
The Board of Finance will consider a request to fund a portion of the CSSC Fall Convergence, a two day event which students from across California gather to build community, share resources and best practices, plan action, attend workshops, celebrate, and actively collaborate on campus policies, research projects, and curriculum.

Julia Clark and Eric Recchia, members of the California Student Sustainability Coalition (CSSC), were present on behalf of the request. Clark explained that the CSSC is a group of students across California that work on sustainability issues at their respective campuses. Twice a year the CSSC hosts a convergence which averages 200 – 500 students from multiple campuses who are able to attend workshops and hear from keynote speakers. This year HSU will be hosting the CSS on November 9-10 with the theme *Building Sustainable Communities*. The Convergence will include multiple facets of sustainable communities including: building, feeding, powering and creation of communities. The total cost for the convergence is projected to costs \$8,500. The organizers are requesting \$2500 from Unallocated but plan to use \$1,750; the other \$750 would be a contingency in the event of cost over runs. An itemized breakdown of costs was included with the proposal.  
*There was no Public Comment.*

MOTION: AUSTIN/DINZES move to approve the request from the HSU Club Humboldt Student Food Collective from Unallocated in an amount not to exceed \$2,500 for costs associated with the Fall 2013 California Student Sustainability Coalition (CSSC) Fall Convergence hosted at Humboldt State University November 9-10, 2013

APPROVED

Dinzes asked where on campus the CSSC Convergence will take place and how will the organizers reach out to HSU students. Rechia answered that the event organizers have reserved over 20 on-campus rooms in Nelson Hall East and the University Center and will be reaching out to members of the campus community to participate and also provide workshops. Cortes yielded to Benjamin Cox. Cox stated that he was concerned that the event is not an appropriate use of student fee money. Rechia responded that the event will be open and free to all HSU students. Cortes asked if a calendar of events was available. Clark stated that the event will begin on Saturday, November 9 at 1:00 p.m. and will conclude on Sunday, November 10 at 5:00 p.m. Cortes asked if full funding were not available, what portion of the event would be cut. Recchia stated that the entertainment portion would be cut. Dinzes asked what type of institutional change the convergence would create on campus. Rechia stated that the conference has already created a resurgence of participation in the Sustainability Coalition, the HSU Student Food Collective, Power Save Green Campus and the Natural Resources Club. Students who attend the conference would gain leadership skills.

### Announcements

There were no announcements.

**Adjournment**

Bloom adjourned the meeting at 4:00 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:



Jacob Bloom  
AS President  
Vice Chair Board of Finance