

**Associated Students Board of Finance
Humboldt State University
Monday, October 11th, 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 11th, 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 27th, 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