

**Associated Students Board of Finance  
Humboldt State University  
Monday, October 25<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #4**

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday October 25<sup>th</sup>, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

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

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MEYERS/CASWELL move to approve Agenda #4 APPROVED  
AS AMMENDED

MOTION: WARD/RODRIGUEZ move to amend Agenda #4 by placing Old Business: Item B before Old Business: Item A. APPROVED

**Chair's Report**

Partlow had no report.

**Approval of the Minutes**

MOTION: WARD/CASWELL move to approve the Board of Finance Minutes #3 dated October 11<sup>th</sup>, 2010 APPROVED

**Old Business**

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.

MOTION: MEYERS/WARD move to approve the Associated Students 2009/2010 Comparison of Budget to Actual APPROVED

Tyson explained that the Board of Finance reviews the Comparison of Budget to Actual and approves the document each year. This document shows the comparison of what programs were actually budgeted to spend and what they actually spent.

1. Activities Coordinating Board – Approved grants from this program were not all expended.
2. AS General Operations – Interest revenue expectations from the Local Agency Investment Fund (LAIF) was not realized.
3. AS Government – The hourly wages line item was not fully spent and not all stipend positions were filled.
4. California State Student Association (CSSA) – CSSA did not bring a full group of students to the California Higher Education Student Summit.
5. Campus Recycling Program/Waste Reduction and Resource Awareness Program (WRRAP) – Not all hourly wages were expended. Not all miscellaneous project funds were expended.
6. Campus Center for Appropriate Technology – Not all hourly and work study wages were expended.
7. Club and Program Support – Not all funds in Supplies and Services were expended.
8. MultiCultural Center – Approved grants from this program were not all expended.
9. Women’s Center—Not all workstudy and publicity funds were spent.
10. Youth Educational Services – Not all work study wages were expended.

Tyson explained that any budgeted funds for a program that is unspent by the end of the fiscal year goes into reserves and distributed as per the reserve policy. Caswell noted that he works for WRRAP and that more hours than are necessary are allocated to the compost demonstration site. As the site gets expanded Caswell expects more of the funds to be used. Partlow asked if the AS General Operations program will be asking for a larger amount in the next budget cycle. Tyson noted that it is likely because the interest revenue in LAIF has not gotten any better. Tyson also noted that it is likely that the campus will have a higher head count next year and that more fee money will be available.

Ward asked for more information what the AS General Operations budget is used for. Tyson explained that the AS General Operations Budget includes the Associated Students – University Center Operating Agreement which includes employment of the Associated Students office staff and business services. It also includes the costs associated with required audits, facilities and maintenance. The budget also covers the \$25,000.00 charged by the university to collect and reconcile the AS fee, mailroom services, work study payroll and postal service for all AS programs.

- 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.

**MOTION:** CASWELL/WARD move to table the 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

