

**Associated Students Board of Finance
Humboldt State University
Meeting on Monday, February 14th, 2011
University Center, South Lounge Conference Room
2:00 p.m.
Agenda #8**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #8 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #7 dated January 31st, 2011 – Action Item
- VI. Old Business
 - A. Request from the MultiCultural Center and the International Cultural Festival Club from Unallocated in an amount not to exceed \$500.00 for the costs associated with the Shaolin Kung Fu Group performance at the International Cultural Festival – Action Item
The Shaolin Kung Fu Group will be the featured performance at the 2011 International Cultural Festival. The International Cultural Festival Club has already obtained maximum funding from the Activities Coordinating Board/MultiCultural Center Allocation Board.
 - B. Request from HSU Children's Center from Special Projects – Facilities Reserves in an amount not to exceed \$3,200.00 for costs associated with renovating the lawn and drainage in the Children's Center –Action Item
The current lawn is uneven and has a drainage problem and is often too soggy for children to use between October and May.
 - C. Request from Associated Students General Operations in an amount not to exceed \$1000.00 from Unallocated for costs associated with a review of the Associated Students Articles of Incorporation and Constitution by legal counsel– Action Item
The California Legislature recently enacted AB 1233 amending several provisions of the Nonprofit Corporation Law. CSU Auxiliary Organizations should review and perhaps modify their governing documents to identify any compliance issues.
 - D. Determination by the Board of Finance as to which AS Programs will be invited to the Board of Finance meeting to answer specific question about the 2011-12 budget request.
Date of Budget Hearings is Saturday, March 5th –Action Item
Budget Hearings for 2011-12 for selected AS Programs have been scheduled for March 5th, at which time they need to be prepared to clarify any areas in their budget request.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday January 31st, 2011
University Center, South Lounge Conference Room
Minutes #7

DRAFT

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday January 31st, in the University Center, South Lounge Conference Room.

Roll Call

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

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: RODRIGUEZ/CASWELL move to approve Agenda #7 APPROVED
AS AMENDED

MOTION: MEYERS/RODRIGUEZ move to amend Agenda #7 by placing Old
Business: Item B before Old Business: Item A APPROVED

Partlow suggested that amendment so that Ward would be available to discuss Old Business:
Item A.

Chair's Report

Partlow had no Chair's Report.

Approval of the Minutes

MOTION: MEYERS/CASWELL move to approve the Board of Finance Minutes #6
dated December 6th, 2010 APPROVED

Old Business

- B. Request from AS Presents in an amount not to exceed \$20,000.00 from General
Operations Reserve for costs associated with additional programming for the Spring,
2011 semester– Action Item
AS Presents is requesting additional funding to increase the number of students served in
the Spring, 2011 semester.

MOTION: CASWELL/RODRIGUEZ move to approve the request from AS Presents

in an amount not to exceed \$20,000.00 from General Operations Reserve for costs associated with additional programming for the Spring, 2011 semester

APPROVED

Michael Moore, the AS Presents Advisor and Annie Bartholomew the AS Presents Commissioner, were present on behalf of the request. Moore explained that AS Presents is not requesting additional funding because of a deficit situation, but to expand programming for the Spring, 2011 semester. Moore explained that the Judy Shepard event and the Big Boi event did not provide the revenue anticipated. Moore also noted that the additional funding would go towards shows in the Depot which are popular with students, but require a subsidy. Bartholomew stated that it is important that concert programming is provided on campus since many students are under 21 and are unable to see shows in the community. Rodriguez asked if there were any particular acts that AS Presents intended to book with the additional funding. Bartholomew responded that the intention was to book bands before or after they played at Coachella in Indio, CA. Moore explained that HSU is a small market and usually books performers who are en-route through the area. Meyers asked how many artists would be booked for the Spring. Moore responded that each event typically has more than one artist and that he was currently planning between 4-5 shows in The Depot. Caswell asked what the revenue that is gained from the shows goes to. Moore replied that any revenue from the shows will be used for additional programming in the future and that typically prices for Depot shows are typically very low or free for students. Rodriguez asked if AS Presents had considered a donation bin at free shows. Moore stated that oftentimes the contract with the artist documents the forecasted revenue and expenses for a show, a donation bin could potentially break the contract agreement. Ward asked how much of the AS Presents budget was expended in the Fall semester. Moore responded that AS Presents has a budget of \$182,000.00 and has spent \$139,000.00. Moore also noted that some shows have already sold out, but that the revenue would not be realized until after the show has been completed. Two shows have already been booked for the Spring, Animal Collective on April 11th, 2011 and GoGo Bordello on April 20th. Moore noted that tickets for Animal Collective have already sold out. Partlow stated that the General Operations Reserve balance is \$353,229.00. Tyson noted that this is an out of the ordinary request, but would be an appropriate expenditure from the General Operations Reserve. Ward asked if the Associated Students were charged to use the Arcata Community Center (ACC). Moore responded that the city charges AS Presents for using the ACC. Ward asked why ticket sales for Big Boi were poor. Moore responded that Big Boi's nationwide tour did poorly.

- A. Spring 2011 Budget hearings and AS budget development date change – Action Item
A member of the Board of Finance has a class conflict with the scheduled budget hearings and budget development date. This action would change the budget hearing date from Saturday, February 26, 2011 to Saturday, March 5, 2011 and change the meeting scheduled for Wednesday, March 2, 2011 to Monday, February 28, 2011. An additional meeting would be scheduled for Wednesday, March 9th, 2011.

MOTION: MEYERS/RODRIGUEZ move to approve the Spring 2011 Budget hearing and AS budget development date change

APPROVED

Tyson explained that Ward would be unable to attend the February 26th budget hearings due to a class conflict. Tyson stated that the next reasonable date for budget hearings would be the

following Saturday, March 5th. Caswell asked if an extra meeting had been included in the proposed date change. Tyson responded that it was necessary to include an additional meeting for approval of the proposed budget.

- C. Request from the Associated Students Government & General Operations in an amount not to exceed \$4,210.00 from the Associated Students General Operations Reserves for costs associated with redesigning the Associated Students website – Action Item
The Associated Students website was last redesigned in Spring of 2005. The proposed redesign would update the Content Management System and bring the website into compliance with the CSU’s Accessible Technology Initiative.

MOTION: MEYERS/WARD move to approve the request from the Associated Students Government & General Operations in an amount not to exceed \$4,210.00 from the Associated Students General Operations Reserves for costs associated with redesigning the Associated Students website
APPROVED

Rob Christensen, the Associated Students Council Assistant, was present on behalf of the request. Christensen explained that the website was last redesigned in the Spring of 2005 by a student developer. Since that time, HSU has changed web servers, updated its style guide for departments and has required that all department websites meet the CSU’s Accessible Technology Initiative standards. The website redesign would bring the site up to date. Caswell asked if AS Programs will have links to their programs. Christensen responded that the AS Programs are already listed and would also be listed on the new site. Meyers noted that having a dedicated person for the website is important. Ward asked if the new website would allow for surveys. Christensen said he could look into any surveying equipment available for the site.

- D. Request from Associated Students General Operations in an amount not to exceed \$1,000.00 from Unallocated for costs associated with a review of the Associated Students Articles of Incorporation and Constitution by legal counsel– Action Item
The California Legislature recently enacted AB 1233 amending several provisions of the Nonprofit Corporation Law. CSU Auxiliary Organizations should review and perhaps modify their governing documents to identify any compliance issues.

MOTION: WARD/MEYERS move to approve the request from Associated Students Operations in an amount not to exceed \$1,000.00 from Unallocated for costs associated with a review of the Associated Students Articles of Incorporation and Constitution by legal counsel TABLED UNTIL 2/14/11

Tyson explained that Assembly Bill 1233 has provision that may require the Associated Students to modify its Constitution and Articles of Incorporation. The Legal Counsel that is hired would make recommendations to bring the Associated Students governing documents into compliance. Once changes have been proposed they would be brought back for review and approval by the AS Council. The proposed legal counsel provides advisory services for other CSU Auxiliaries on legislation. Partlow asked Tyson if she looked around for other costs. Tyson responded that she had spoken to her colleagues on other campuses and the cost for a lawyer would be around \$250-\$300.00 an hour. The proposed legal counsel is not a practicing lawyer and would review

the documents for a lesser fee. Rodriguez brought up concern that Legal Counsel was not a practicing attorney. Ward suggested that the Board of Finance table the item so that they may compare the costs involved if utilizing a lawyer.

MOTION: WARD/RODRIGUEZ move to table the request from Associated Students Operations in an amount not to exceed \$1,000.00 from Unallocated for costs associated with a review of the Associated Students Articles of Incorporation and Constitution by legal counsel

APPROVED
(2) AYE
(1) NAY
(1) ABSTENTION

E. Request from Associated Students General Operations in an amount not to exceed \$1,500.00 from Facilities Reserve for costs associated with the repair of the Warren House 53 roof leak – Action Item
The Warren House is an AS leased house and the AS is responsible for all repairs and maintenance to the facility.

MOTION: CASWELL/WARD move to approve the request from Associated Students General Operations in an amount not to exceed \$1,500.00 from Facilities Reserve for costs associated with the repair of the Warren House 53 roof leak

APPROVED

Tyson stated that the Student Access Gallery contacted her in late December regarding a leak in their space in Warren House 53. Tyson gave Plant Operations approval to do work on the house. The cost for the roofing repair was \$1,500.00. Ward asked for information on what a “leased house” meant. Tyson stated that the Associated Students leases four houses from the University at no financial cost, but is responsible for the maintenance of the facilities.

Announcements

There were no announcements.

Adjournment

Partlow adjourned the meeting at 2:56 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Stephanie Partlow
A.S. Administrative Vice President
Chair Board of Finance

MCC MEMO

TO: Associated Students Board of Finance

FROM: Cheng Du, International Cultural Festival Club
Marylyn Paik-Nicely, HSU MultiCultural Center

RE: Request \$500 from Unallocated Funds

DATE: Feb. 7, 2011

Cheng Du
Marylyn Paik-Nicely

The International Cultural Festival Club, with support from the MultiCultural Center, would like to request an additional \$500 for the 2011 International Cultural Festival, which will be held on Saturday, Feb. 26th. The reason for this request is the cost of bringing the Shaolin Kung Fu Group to perform at this year's Festival. The total performance fee is \$3,000 (travel included), and we received \$2,500 from the AS Funding Board (Clubs & Activities Grant of \$1,000 and Cultural Programming Grant of \$1,500). Because the maximum funding for one event is \$2,500, we are also asking Board of Finance approval to spend \$3,000 on this annual campus event.

The Shaolin Kung Fu Group will be the featured performance at this year's Festival. We are also asking them to facilitate a workshop for students who would like to learn more about kung fu and other martial arts.

All other expenses for the 2011 International Cultural Festival will be paid with other grants, donations, and contributions from campus departments.

Thank you in advance for your consideration. We look forward to talking with the Board of Finance about the 2011 International Cultural Festival.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: International Cultural Festival Club
 CONTACT PERSON: Cheng Du
 Phone: 707-845-8754
 Email: chengdu@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$500.00</u>
2	<u>Clubs & Activities Small Grant</u>	<u>\$1,000.00</u>
3	<u>Cultural Programming Grant</u>	<u>\$1,500.00</u>
4	<u>Campus Funding</u>	<u>\$550.00</u>
5	<u>Diversity Program Funding Grant</u>	<u>\$1,000.00</u>
6	<u>Donations - North Coast Co-op</u>	<u>\$250.00</u>
7	<u> </u>	<u> </u>
Total Income:		<u>\$4,800.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Performance fees - Kung Fu Group</u>	<u>\$3,000.00</u>
2	<u>Facility rental</u>	<u>\$300.00</u>
3	<u>Publicity, Advertising & Graphics</u>	<u>\$500.00</u>
4	<u>Supplies</u>	<u>\$200.00</u>
5	<u>Catering and groceries</u>	<u>\$800.00</u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
Total Expenditures:		<u>\$4,800.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

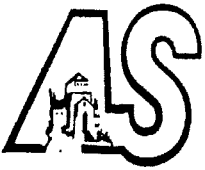
REVIEWED BY:

Ward Angles
 CLUB/PROGRAM ADVISOR NAME

W Angles
 SIGNATURE

Amanda Staack
 BUDGET ADMINISTRATOR NAME

A. Staack
 SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Income \$4,800.00

Explanation: The International Cultural Festival Club has received grants, donations and contributions from the following:
AS Funding Board - Clubs & Activities Grant = \$1,000 & Cultural Programming Grant = \$1,500
Diversity Program Funding grant = \$1,000
Campus funding = \$550
Community Donations = \$250
Unallocated request = \$500

Line Item: Expenditures: 1. Performance fees \$3,000.00

Explanation: The Shaolin Kung Fu Group from San Francisco has been invited to perform and present a workshop at the 2011 International Cultural Festival. Their performance fee of \$3,000 includes travel. They will be returning to San Francisco that day, so lodging is not needed.

Line Item: Expenditures: 2. Facility Rental \$300.00

Explanation: This expense is to pay for the rental of a cherry picker and to pay UC staff to hang all the many flags in the Karshner Lounge. This has been an annual expense for this event.

Line Item: Expenditures: 3. Publicity, Advertising & Graphics \$500.00

Explanation: Posters - \$150; Lumberjack Ad - \$150; flyers & handbills - \$50;
MarCom graphic artist assistance - \$150

Line Item: Expenditures: 4. Supplies \$200.00

Explanation: Provide art supplies for activities such as origami, writing names in different languages, and other activities that our students would like to share from their cultures.

Line Item: Expenditures: 5. Catering & groceries \$800.00

Explanation: Because of the food policy, student groups will not be preparing and serving their native foods as has happened in previous years. We hope to feature one country and have food from that country catered. We are presently looking a Pak India in Eureka to provide a simple tasting of curry and rice. If available, we would like to purchase packaged goods for the different countries.

**HSU CHILDREN'S CENTER
PROPOSAL REQUEST FOR A.S. UNALLOCATED FUNDS**

Program: HSU Children's Center
Contact Person: Trudi V. Walker
Telephone: 826-3838
E-Mail: tlw2@humboldt.edu

Description of Project: Preschool Lawn Renovation and Drainage

The grass area of the preschool playground is quite uneven and has holes that create tripping hazards for the children. It also has a serious drainage problem and is often too wet and soggy for the children's use (sometimes not usable from October to May). We value this grass area as it is important that children have access to natural surfaces, not just concrete and chips. Working with the University Grounds Manager it has been determined that this situation can be remedied by first scraping the area, installing drain rock to provide a gravity flow subterranean draining system, covering that with soil and then sod. Plant Operations has estimated the cost of the project at \$3,200. They could be available to do the work this May.

We are seeking funding from Associated Students for this project as the Children's Center provides childcare services for HSU student parents. The program currently is serving a total of 105 children of 98 HSU student parents. Funding was sought through the California Department of Education but due to the number of applicants there was a lottery for funding and our project was not successful. Because this lawn renovation and drainage involves work to the property it is considered a capital expense and few grants are available for these types of projects.

In researching this project we did consider the use of native grasses. Unfortunately the coarse, somewhat sharp texture and components was not considered suitable for children's play. The children run, slide, roll and sit on the grass and need something softer than the available native grasses.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: HSU Children's Center

CONTACT PERSON: _____

Phone: 3838

Email: tlw2@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<i>Requested A.S. Unallocated Funds</i>	\$3,200.00
2		
3		
4		
5		
6		
7		
Total Income:		\$3,200.00

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<i>Preschool Lawn Renovation & Drainage</i>	\$3,200.00
2		
3		
4		
5		
6		
7		
Total Expenditures:		\$3,200.00

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Trudi V. Walker

CLUB/PROGRAM ADVISOR NAME

Trudi V. Walker

SIGNATURE

Trudi V. Walker

BUDGET ADMINISTRATOR NAME

Trudi V. Walker

SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Preschool Lawn Renovation and Drainage \$3,200.00

Explanation: This work will be completed by University Plant Operations. Doug Kokesh, University Grounds Manager, provided the estimate. Grounds crew will scrape the area to fully level, put down a sand base and a drainage system. Sod will then be installed. Work can be done after graduation this May if funded.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

