

Associated Students Board of Finance
Humboldt State University
Meeting on Monday October 10, 2011
Nelson Hall East, Room 120
4:00 p.m.
Agenda #3

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #3 -- Action Item
- IV. Chair's Report
- V. Approval of Minutes #2 dated September 26, 2011 -- Action Item
- VI. Old Business
 - A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$1,000.00 from the WRC's Special Projects – In House line item and to expend Special Projects funding in conjunction with a grant from the Activities Coordinating Board/MultiCultural Center (ACB/MCC) Allocation Board for the Sins Invalid event – Action Item
The WRC's Budget Language #3 requires approval from the Board of Finance for any In House Project that shall result in a cumulative cost of more than \$500.00. The Board of Finance and the ACB/MCC Allocation Board must also approve expenditures of Special Projects – In House funds when used in conjunction with an ACB/MCC Allocation Board Grant.
 - B. Request from Associated Students Government from Unallocated in an amount not to exceed \$728.00 for the costs associated with the Veteran's Day 5K Run/Walk – Action Item
The Associated Students will contribute funds for partial sponsorship of the Veteran's Day 5k Run/Walk and will also provide catering for participants in the event. Associated Students would also like to provide wristbands to give out for Veteran's Awareness Week.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, September 26, 2011
Nelson Hall East, Room 120
Minutes #2

DRAFT

Call to Order

Rachel Brownell called the Board of Finance meeting to order at 3:58 p.m. Monday, September 26, 2011 in the Nelson Hall East 120.

Roll Call

Members Present: Rachel Brownell, Bryan Kelly, Paul Yzaguirre, Stefan Kreid, Marshall Hendricks

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: YZAGUIRRE/KREID move to approve Agenda #2 APPROVED

Chair's Report

Brownell had no report.

Approval of the Minutes

MOTION: KREID/YZAGUIRRE move to approve the Board of Finance Minutes #1 dated September 14, 2011 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 2011-12 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2011-12 budget and budget language--including an explanation of budgeted fee revenue and the \$45,000 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 2012-13 budget process and what that process will involve and when it will begin—which is early November 2011. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2011 as follows: Unallocated account (\$8,400), Operating Reserve (\$313,097) Special Projects-Facilities Reserve (\$62,152), and the Capital Purchases Reserve (\$101,590). These are the same amounts shown in the June 30, 2011 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 expenditures from reserves also require the approval of the university president or designee.

- C. A. S. Board of Finance 2011-12 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 2011-12 meeting schedule.

MOTION: HENDRICKS/KELLY move to approve the 2011-12 AS Board of Finance
Standing Rules and Meeting Dates APPROVED

Tyson noted that the Board should take special note of the all day AS Budget hearings that are scheduled for Saturday and Sunday February 25 & 26, 2012. It is unlikely that the budget process will go into Sunday, but both dates should be saved on everyone's calendar.

- D. Review and approval of Associated Students 2010/2011 Comparison of Budget to Actual – Action Item
The Board of Finance will review and approve the 2010/2011 Comparison of Budget to Actual. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

MOTION: YZAGUIRRE/KREID move to approve the 2010/2011 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. (See 2010/11 Comparison of Budget to Actual document attached to these minutes). This document shows the comparison of what programs were actually budgeted to spend and what they actually spent. Tyson went over the list highlighting variances in each program. Programs are provided with a monthly financial statement and they are also expected to maintain a record-keeping system. Yzaguirre asked where the net-income goes at the end of the year. Tyson explained that unspent funds are placed in the reserves per the reserve policy.

- E. Request from Campus Center for Appropriate Technology (CCAT) for a line-item transfer of \$918.75 from line-item Work Study Wages to line-item Hourly Wages – Action Item
CCAT was unable to fill two of three work study positions, the Office/Outreach Assistant and the Physical Site Assistant. CCAT would like to begin to pay these two positions out

of hourly wages and is requesting that \$490.00 of the transfer be allocated to the Office /Outreach Assistant position and \$428.75 be allocated to the Physical Site Assistant position.

MOTION: KREID/YZAGUIRRE move to approve the request from CCAT for a line-item transfer of \$918.75 from line-item Work Study Wages to line-item Hourly Wages with \$428.75 funding the Physical Site Assistant Position and \$490.00 funding the Office/Outreach Assistant.

APPROVED
AS AMENDED

Eric Recchia, the Budget Administrator for CCAT and Tall Chief Comet, the Advisor for CCAT, were present on behalf of the request. Recchia explained that HSU received a smaller allocation of Work Study funds for students and that CCAT did not receive any applicants for the positions. Recchia is requesting that funds allocated to the work study positions be transferred to the Hourly Wages line item. Recchia is also requesting in Old Business items F and G that Unallocated funds also be approved to fund the positions.

MOTION: KELLY/HENDRICKS move to amend the motion by striking *with \$428.75 funding the Physical Site Assistant Position and \$490.00 funding the Office/Outreach Assistant*

APPROVED

Kelly suggested that the amendment would allow greater flexibility if CCAT were not approved for both Unallocated requests.

F. Request from CCAT from Unallocated in an amount not to exceed \$1,662.00 for the costs associated with changing the Office/Outreach Assistant from a Work Study to Hourly position – Action Item
The Office/Outreach Assistant position is budgeted as a work-study position. CCAT has been unable to hire a student with a work-study award into the position and is seeking additional hourly wages to fund the position.

MOTION: KELLY/YZAGUIRRE move to approve the request from CCAT from Unallocated in an amount not to exceed \$1,662.00 for the costs associated with changing the Office/Outreach Assistant from a Work Study to Hourly position

APPROVED
(1) OPPOSED

The Board of Finance discussed the proposals from Unallocated and recommended that CCAT pursue funds from the CCAT trust account to fund one of the positions. Recchia noted that the Office/Outreach Assistant position was the more important of the two positions to maintaining the organization of CCAT. Recchia stated that he will discuss funding the Physical Site Assistant position with trust account funding with the CCAT Steering Committee. Currently CCAT has been saving funds in the trust account for the purchase of a green house. The current balance in the CCAT trust account is approximately \$12,850.00.

MOTION: KELLY/KREID move to amend the motion by striking *\$1,662.00* and replacing with *\$831.00*

FAILS

Kelly suggested that the Board of Finance consider approving half of the requested amount for each position.

- G. Request from CCAT from Unallocated in an amount not to exceed \$1,454.00 for the costs associated with changing the Physical Site Assistant from a Work Study to Hourly position – Action Item
The Physical Site Assistant position is budgeted as a work-study position. CCAT has been unable to hire a student with a work-study award into the position and is seeking additional hourly wages to fund the position.

MOTION: KELLY/KREID move to table the request from CCAT from Unallocated in an amount not to exceed \$1,454.00 for the costs associated with changing the Physical Site Assistant from a Work Study to Hourly position indefinitely

APPROVED

Announcements

It was noted that \$428.75 was transferred to the Hourly Wages line item in CCAT's budget, but is not attached to a position. CCAT will return to the Board of Finance before spending these funds.

Adjournment

Brownell adjourned the meeting at 5:17 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Rachel Brownell
A.S. Administrative Vice President
Chair Board of Finance

Memo

To: Associated Students Board of Finance
From: Jahanna Morehouse, Fiscal Coordinator, Women's Resource Center
CC: Joan Tyson, AS General Manager
Date: 10/3/2011
Re: Sins Invalid

The Womyn's Resource Center is requesting to use \$1000 from our general fund to help bring up two artists from Sins Invalid, a performance group that centralizes disability and sexuality and foregrounds the work of queer, disabled artists of color. The total cost of bringing up Leroy and Seeley, the two Sins Invalid performers, is \$4000. We have requested \$2500 from the Associated Students Cultural Programming Grant and are receiving \$500 from the Critical Race, Gender, and Sexuality Studies Department for this event. We hope to contribute the remaining \$1000 to ensure that this crucially important event happens as it serves to meet the needs of students from a variety of backgrounds, challenges oppressive frameworks and paradigms that seek to Other particular bodies, and addresses and challenges issues we commonly deal with on campus and in our communities: ableism, sexism, racism, classism, xenophobia, homophobia, among others.

The purpose and importance of this two-day event has become even clearer throughout the organizing process. Since we live in an ableist society, the funding barriers to organizing an accessible event and bringing up disabled folks are greater. The costs of accessible transportation, hotels, and other accommodations are more expensive (because they are often not normally made and the needs of people with varying physical and mental abilities are often invisibilized) which often prevents campus groups from coordinating such events and/or makes it more difficult to do so. However, we are committed to funding this event and others like these and are dedicated to ensuring that our events are accessible and one's that challenge the ableist society we live in. As such, the event will be wheel chair accessible, fragrance free, and will have ASL translators and audio describers, along with other accommodations.

We requested funds from A.S to help support the funding of this event because, while we are committed to funding this event and believe it's worth the full amount and more, we are also dedicated to organizing other crucially important events throughout the year and have a limited amount of funds. Thus, we are requesting A.S support and permission to use \$1000 from our general fund to host two members from Sins Invalid whose spoken word performance and film-screening workshop will help centralize disability justice on this campus.

Vynessa Ortiz, Advisor
V3 [Signature]

Associated Students 2011-2012 Approved Budget

<u>WOMEN'S RESOURCE CENTER</u>	10/11 Approved	11/12 Request	11/12 Approved
A. S. SUBSIDY	26,890	28,246	28,246
EXPENDITURES			
HOURLY WAGES	9,460	10,572	10,572
WORK STUDY WAGES	2,400	2,400	2,400
UNEMPLOYMENT INSURANCE	473	529	529
WORKER'S COMPENSATION	757	846	846
PUBLICITY	1,500	1,500	1,500
SUPPLIES AND SERVICES	2,000	2,000	2,000
PROGRAM PUBLICATIONS - MATRIX	1,900	1,900	1,900
SPECIAL PROJECTS - IN HOUSE	3,700	3,700	3,700
TAKE BACK THE NIGHT	2,000	2,000	2,000
WOMEN'S HERSTORY MONTH	1,300	1,400	1,400
PROGRAM PUBLICATIONS - MISC.	1,200	1,200	1,200
RETREAT	200	200	200
TOTAL EXPENDITURES	26,890	28,246	28,246

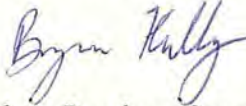
BUDGET LANGUAGE - WOMEN'S RESOURCE CENTER

- 1 DIRECTORS SHALL BE PAID AS FOLLOWS: TWO CO-DIRECTORS AT \$1,500 EACH; ONE MATRIX EDITOR, \$1,000; ONE PUBLIC RELATIONS COORDINATOR, \$1,000; ONE TAKE BACK THE NIGHT COORDINATOR, \$500 (SPRING SEMESTER ONLY); ONE ENVIROMENTAL JUSTICE COORDINATOR, \$1,000; AND ONE ANTI-RACIST COORDINATOR, \$1,000. THESE ARE PER YEAR AMOUNTS, PAYABLE HALF EACH SEMESTER.
- 2 HOURLY WAGES SHALL ALSO BE USED TO PROVIDE AN OFFICE MANAGER, \$3, 072.
- 3 SPECIAL PROJECTS - IN HOUSE FUNDS MAY BE EARMARKED FOR THE WOMEN'S CENTER TO IMPLEMENT & FACILITATE EDUCATIONAL PROGRAMS & ACTIVITIES. THESE EVENTS SHALL BE ON CAMPUS AND OPEN TO THE ENTIRE CAMPUS COMMUNITY. NO IN HOUSE PROJECT SHALL RESULT IN A CUMULATIVE COST OF MORE THAN \$500 WITHOUT PRIOR APPROVAL OF THE BOARD OF FINANCE. IN HOUSE FUNDS ALLOCATION IS WITH THE UNDERSTANDING THAT CPG & ACB GRANTS WILL NOT ALSO BE USED WITHOUT PRIOR APPROVAL OF THE ALLOCATION BOARD AND THE BOARD OF FINANCE.
- 4 PROGRAM PUBLICATIONS-MATRIX AMOUNT HAS BEEN ALLOCATED FOR TWO ISSUES (ONE ISSUE PER SEMESTER) NOT TO EXCEED \$950 PER ISSUE. NOTE THE PROGRAM PUBLICATION STIPULATIONS PER ITEMS NO. 8, 9 AND 10 IN THE 2011-12 BUDGET LANGUAGE FOUND AT THE FRONT OF THIS DOCUMENT.
- 5 FOOD PURCHASE STIPULATIONS: NOTE ITEM NO. 13 IN THE 2011-12 BUDGET LANGUAGE FOUND ON PAGE 3 OF THIS DOCUMENT.



October 3, 2011

TO: Associated Students, Board of Finance

FROM: Bryan Kelly, A.S. President 

RE: Request for Unallocated Funds to Purchase Support the Veteran's Day 5k Run/Walk

The Associated Students Government is requesting funds to sponsor the Veteran's Day 5k Run/Walk. The funds would be used to provide catering for runners, awareness bracelets and a monetary sponsorship of the event.

The AS would like to sponsor the event at a Silver Sponsor Level. The Silver Sponsor Level will give the AS a banner link on the event website, a sponsorship on the race t-shirt, a banner at the event and a certificate of appreciation. A copy of the Sponsorship levels are attached.

The AS would also like to sponsor the catering for runners in the race. The cater would be made up of healthy 'fuel food.' An estimate from HSU Dining Services is attached. To reduce waste water will be provided by HSU Takes Back the Tap.

To support Veteran's Awareness Week, AS would also like to provide wrist bands that would be passed out to students the week prior to the race. The wristbands would read 'I support HSU Veterans.'

Thank you for your consideration of this request. If you need to contact me you can do so at bpk18@humboldt.edu or by phone at (707) 826-5414.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students Government
CONTACT PERSON: Bryan Kelly
Phone: 707-826-5414
Email: bpk18@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>728.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>728</u>

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

1	<u>Veteran's Run Sponsorship (Silver)</u>	<u>150.00</u>
2	<u>Veteran's Day Awareness Bracelets</u>	<u>400.00</u>
3	<u>Catering</u>	<u>178.00</u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>728</u>

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

REVIEWED BY:

Joan Tyson
CLUB/PROGRAM ADVISOR NAME


SIGNATURE

Bryan Kelly
BUDGET ADMINISTRATOR NAME


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: Veteran's Run Sponsorship (Silver) \$150.00

Explanation: The Associated Students would like to sponsor the Humboldt State University - Veterans Day 5K Run/Walk at a silver sponsor event.
AS will receive a banner link on the event website, sponsorship recognition on Race-day T-shirts, a banner at the event, a certificate of appreciation and a thank you letter.

Line Item: Veteran's Day Awareness Bracelets \$400.00

Explanation: AS would purchase approximately 600 bracelets that would include the phrase "I support HSU Veterans" to hand out during HSU Veteran's Awareness week.

Line Item: Catering 178.00

Explanation: The Associated Students would like to sponsor catering for the veteran's Day 5k run. Catering would be made available to runners at the event.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Silver Sponsor Level- \$150

Three (3) race registrations with race-day t-shirts and wrist-bands, Hyperlink Banner on Event website , Company name on Race-day T-shirt, Banner at event (provided by sponsor), Certificate of Appreciation and thank you letter

Bronze Sponsor Level- \$75

Two (2) race registrations with race-day t-shirts and wrist-bands, Company name on Event Webpage as sponsor, Company name on race-day t-shirt and thank you letter

Supporter- \$50 Non- Business Sponsorship

One (1) race registration with race-day t-shirt and wrist band, Name on our Event website, recognition on Event Webpage and thank you letter

Note to Sponsor:

Whatever sponsorship you choose, we understand and appreciate the value of your time. If you're not able to support us financially please consider coming out on race day and cheering us on! ~Student Veterans Association President, Kevin C Miller



J Catering Services

Jolly Giant Commons

Arcata, CA 95521

Phone: (707) 826-5311

Fax: (707) 826-5315

ESTIMATE

Catering Event:	Veteran's Day 5K Refreshments - AS	Contract Number:	10 117170
Date of Event:	Friday, Nov 11, 2011	Location:	pick up @ the J
Attention:	Rob Christensen	Pick-up Time:	TBD
Address:	UC 246	Event Time:	TBD
City:	State: Zip:	Return Time:	TBD
Arcata	CA 95521	Estimated Number:	150
Phone:	x4221		

Manager of Event:

Quantity	Items	Price per Unit	Amount
12 Dozen	Mini Bagels	\$5.45	\$65.40
100 Each	Cream Cheese Packets	\$0.21	\$21.00
150 Each	Assorted Apples, Oranges, Bananas	\$0.35	\$52.50
100 Each	Assorted Mini Muffins - Banana, Blueberry, Poppy Seed	\$0.25	\$25.00
<p>A guarantee is required for the number of people attending your event by noon, three working days prior to the event. This number will be considered a guaranteed number, not subject to reduction. If no guarantee is received, the expected number of guests will be considered the guarantee. Your invoice will be based on the guaranteed number, or the number of guests in attendance, whichever is greater.</p>		Subtotal	\$163.90
		Del&Handling Fee	
		Tax	\$13.11
		Donation	
		Labor	
		Total	\$177.01

Any Questions? Please call Violet McCrigler at 826-5311 for assistance.

This is not a bill. Your invoice will be sent following your event.

Thank you for using the J Catering Services!

We Appreciate Your Business.