

Associated Students Board of Finance
Humboldt State University
Meeting on Monday October 24, 2011
Nelson Hall East, Room 120
4:00 p.m.
Agenda #4

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 -- Action Item
- IV. Chair's Report
- V. Approval of Minutes #3 dated October 10, 2011 -- Action Item
- VI. Old Business
 - A. Request from Associated Students Government from Unallocated in an amount not to exceed \$2,592.00 for the costs associated with purchase of 750 Academic Planners – Action Item
The Associated Students Government would like to provide 750 free personalized planners for students in the 2012-2013 school year. The planners would include information on Associated Students programs, events and resources for HSU students. The planners would be purchased in conjunction with the HSU Bookstore.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, October 10, 2011
Nelson Hall East, Room 120
Minutes #3

DRAFT

Call to Order

Rachel Brownell called the Board of Finance meeting to order at 4:00 p.m. Monday October 10, 2011 in the Nelson Hall East 120.

Roll Call

Members Present: Rachel Brownell, Bryan Kelly, Paul Yzaguirre (late excused), Stefan Kreid, Marshall Hendricks

Advisor Absent: Joan Tyson (excused)

Approval of the Agenda

MOTION: KELLY/KREID move to approve Agenda #3 APPROVED

Chair's Report

Brownell requested that Board members wait to be called on when discussing old business.

Approval of the Minutes

MOTION: HENDRICKS/KREID move to approve the Board of Finance Minutes #2 dated September 26, 2011 APPROVED

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.

MOTION: KELLY/KREID move to approve the request from the WRC for approval to spend an amount not to exceed \$1,000.00 from the WRC Special Projects–In House line item and to expend Special Projects funding in conjunction with a grant from the ACB/MCC Allocation Board for the Sins Invalid event
APPROVED

Zaneta Santana, a representative from the WRC, was present on behalf of the request. Santana stated that the event is unique to HSU because it will educate students on living in an ableist

society that creates hardships for those with physical disabilities. Santana also noted that the space will allow students to engage in dialogue about different frameworks of oppression. Kelly asked when the event would take place and how many students would be attending the event. Santana responded that the event will be November 29 and 30 and that the WRC estimates that approximately 200-300 students would attend.

- 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.

MOTION: HENDRICKS/KREID move to approve the 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 APPROVED

Kelly stated that he attended a meeting in Spring 2011 regarding ways that the campus could reach out to student veterans. Kelly has been working with Kim Hall, HSU Coordinator for Veteran's Affairs, on ways that the AS could become involved. The Veteran's Student Association is organizing a 5K Run/Walk and Kelly is requesting that the AS provide funding to purchase approximately 650 support bracelets students to show support for campus veterans, food for runners who participate in the 5k Run/Walk and an additional monetary sponsorship of \$150.00 for overall support of the event. Kelly will be submitting a resolution in support of student veterans to the AS Council. Christensen noted that the balance in the 2011-12 Unallocated line-item is \$6,051.00 and that the item would also need approval from the AS Council.

Announcements

Kelly announced that the Community Garden Committee will be meeting from 6:00 – 7:30 p.m. in the Green and Gold Room.

Adjournment

Brownell adjourned the meeting at 4:20 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



October 17, 2011

TO: Associated Students, Board of Finance
FROM: Natalie Guest, A.S. Student Affairs Vice President
RE: Request for Unallocated Funds to Purchase Free Academic Planners

The Associated Students Government is requesting funds to provide 750 free 2012-2013 academic planners to approximately 750 students at Humboldt State University during the beginning of the Fall 2012 semester. The funds will cover the cost of printing, designing and shipping the planners before the upcoming academic year. Although the final pricing of the planners has not yet become available we are basing the cost of the purchase on last year's order. If there is a significant difference in costs the Associated Students will order the appropriate amount of planners, or seek additional funding.

In previous years, Associated Students has worked to give these planners to students in an effort to inform students of the role and mission of Associated Students as well as help students keep on track. This year the free academic planners were such a success, most of the planners were given away the first week of classes.

This year, the Associated Student will again be partnering with the HSU Bookstore to create one universal planner which will both promote Associated Students as well as the entire University Center. Because of this partnership, we will be able to lower the total cost of the bulk order both for Associated Students and the Bookstore. In addition, the Bookstore will be able to sell these planners at a more affordable cost.

Thank you for your consideration of this request. If you need to contact me you can do so at nsg@humboldt.edu or by phone at (707) 826-5412.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students Government
CONTACT PERSON: Natalie Guest, Students Affairs Vice President
Phone: (707) 826-5412
Email: nsg5@humboldt.edu

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

| | | |
|-----------------------------|---|---------------------------|
| 1 | <u>Requested A.S. Unallocated Funds</u> | <u>\$ 2,592.00</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>\$ 2,592.00</u> |

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

| | | |
|-----------------------------------|--|---------------------------|
| 1 | <u>Ordering, printing and shipping of planners</u> | <u>\$ 2,400.00</u> |
| 2 | <u>Sales Tax</u> | <u>192.00</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 Expenditures:</u> | | <u>\$ 2,592.00</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: Cost of ordering, printing and shipping of planners \$2,400.00

Explanation: The Associated Students plans to order 750 planners at an estimated expense of \$3.20 per unit. The cost includes proof, production, printing and shipping of planners. A discount in the per unit price has been made available because of a combined order in partnership with the HSU Bookstore

Line Item: Sales Tax \$192.00

Explanation: The estimated cost for the planners is \$2,400.00 and a eight percent sales tax rate is applied to the purchase.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

