

**Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 29, 2012
Nelson Hall East, Room 120
2:00 p.m.
Agenda #4**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 – Action Item
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #3 dated October 15, 2012 – Action Item
- VII. Old Business
 - A. Request from the California State Student Association (CSSA) to amend CSSA Budget Language #5 to allow two trips to the State Capitol in the Spring semester – Action Item
The State Legislature is out of session until late January and little benefit would be gained from a lobbying trip in the Fall semester.
 - B. Request from Associated Students Government from Unallocated in an amount not to exceed \$150 for the costs associated with the purchase of 20 t-shirts for the AS Council– Action Item
The Associated Students Government would like to purchase white t-shirts that will be used to create program apparel for the 2012- 13 AS Council and Staff.
 - C. Request from Associated Students Government from Unallocated in an amount not to exceed \$948 for the costs associated with the purchase of a EZ-Up Canopy with custom graphics– Action Item
The Associated Students Government would like to purchase a EZ- Up Canopy with custom graphics to improve outreach efforts. The canopy would be available for use by AS Programs.

- D. Request from the MultiCultural Center for suspension of AS Budget Language #14 to approve the purchase of Food for the 2012 Moon Festival in an amount not to exceed \$510 – Action Item

AS Budget Language #14 states: *Clubs and Programs that receive a Cultural Programming Grant, may spend up to \$200 for food for that event. Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner).* Funding has been approved by the AS Events Funding Board however the program requesting funds was unaware of the budget language.

- E. Cancel or Reschedule Board of Finance Meeting: 2:00 p.m. Wednesday, November 14, 2012 – Action Item

The 2012-13 Board of Finance Meeting Calendar includes a meeting scheduled for Wednesday, November 14, 2012. Concern was risen that quorum may not be able to be met at the September 17, 2012 meeting. The Board may Cancel or Reschedule this meeting.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, October 15, 2012
Nelson Hall East, 120
Minutes #3

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 2:00 p.m. on Monday, October 15, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier, Tony Laipz, Stefan Kreid

Advisor Absent: Joan Tyson

Approval of the Agenda

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

Chair's Report

Yzaguirre reported that the Board of Finance will review a comparison of the 2011-12 Budget to Actual and a request for website development.

Approval of the Minutes

A. Approval of Minutes #2 dated October 1, 2012 – Action Item

MOTION: KREID/CARPENTIER move to approve the Board of Finance Minutes #2 dated October 1, 2012 APPROVED

Old Business

A. Review and approval of Associated Students 2011/2012 Comparison of Budget to Actual – Action Item
As per AS Fiscal Code 9.01 the Board shall review and recommend approval of the annual comparison of budget to actual program budget details. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

MOTION: LAPIZ/CARPENTIER move to recommend approval of Associated Students 2011/2012 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 2011/12 Comparison of Budget to Actual document attached to these minutes). This document shows the comparison of what programs were 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. Henderson asked where the net-income goes at the end of the year and if the programs are allowed to carry over funds. Tyson explained that unspent funds are placed in the reserves per the reserve policy. Henderson asked what the effects may be if Proposition 30 does not pass. Tyson stated that AS Budget is based on the amount of fee paying students attending HSU and that the AS may be affected by a reduction in enrollment. Tyson stated that the current year enrollment will meet the projections of this year's budget.

- B. Request from Associated Students General Operations from General Operations Reserves in an amount not to exceed \$1,500 for the costs associated with AS program website development – Action Item
The Waste Reduction & Resource Awareness Program is in need of website development services. The website will be updated to be compatible with the CSU Accessible Technology Initiative (ATI).

MOTION: KREID/LAPIZ move to approve the request from Associated Students General Operations from General Operations Reserves in an amount not to exceed \$1,500 for the costs associated with AS program website development
APPROVED
AS AMENDED

Tyson noted that there is a reasonable amount of funds in Unallocated and that amending the motion would allow the project to be completed sooner.

MOTION: LAPIZ/HENDERSON move to amend the motion by striking General Operations Reserves and replacing with Unallocated
APPROVED

Rob Christensen, AS Council Assistant, was present on behalf of the request. Christensen stated that the Waste-Reduction & Resource Awareness Program current has a website that is difficult for students to manage. Christensen stated that the cost to build the website will be approximately \$1,500 for the website. The website will be compliant with the CSU Accessible Technology Initiative (ATI). The website interface will allow student directors in the program to maintain the website without the need for a lot of training. The Associated Students office will also be able to assist student directors with the website if necessary.

Announcements

- A. Next Board of Finance Meeting: Monday, October 29. The Board of Finance will meet with the program advisor for the SLAM Festival to discuss the SLAM Festival Event and future activity.

Tyson noted that the 2012-13 AS Budget contains language that the program advisor for the SLAM Festival will meet with the Board of Finance to discuss continuing the SLAM Festival Event and future activity of the program. A copy of the 2012-13 SLAM Festival budget request is available for review in the AS Office.

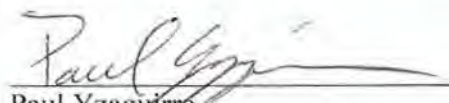
Adjournment

Yzaguirre adjourned the meeting at 2:30 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance



HUMBOLDT STATE UNIVERSITY

MultiCultural Center

TO: Paul Yzaguirre, AS Administrative Vice President
Joan Tyson, AS General Manager

FROM: Marylyn Paik-Nicely, MultiCultural Center Director

RE: Moon Cakes for Moon Festival

DATE: Oct. 16, 2012

Moon Cakes are special treats that are essential for the celebration of the Moon Festival or Mid-Autumn Festival. These treats are ordered from San Francisco and shipped to HSU. We have been serving Moon Cakes at the Moon Festival for many years.

I was not aware of the change in budget language concerning food for events. The AS Board of Finance wrote in a limit of \$200 for food, even if the food is an integral part of the event. I apologize for not seeing/reading this change – an oversight on my part. There are two events each year where more than \$200 is spent on food that is an integral part of the event – Moon Festival and Lunar New Year Celebration (sweet treats). It is the hope of the MCC that you will make an exception to the new budget language for these two important cultural events.

Moon Cakes for the 2012 Moon Festival cost \$510.00. These Moon Cakes were served to about 250 participants at the Moon Festival. The MCC is requesting that you make an exception to the new budget language, and allow us to pay for the Moon Cakes out of the Moon Festival Cultural Programming Grant. This will be a reimbursement to Marylyn Paik-Nicely.

Thank you for your consideration of this request.

CC: Amanda Staack

三藩市東亞餅家
Eastern Bakery Inc.
720 Grant Avenue
San Francisco, CA 94108-2114
USA

Invoice Number:
2012Sept.SFGrant2794
Invoice Date
Sep 21, 2012
Page:
1

Voice: 415-433-7973
Fax: 415-982-5157

Duplicate

Sold to:
MarylynPaMultiCulturalCenter"R"
HumboldtStateUniv. 707-218-6698
1 Harpst St, 707-826-4780-fax
Arcata, CA 95521
707-826-3367

| Customer ID | Customer PO | Sales Rep |
|-----------------------|-------------|-----------|
| ArcataCAMultiCultural | | 1 |

| Quantity | Item | Description | Unit Price | Extension |
|---------------------|-----------------------|--|------------|-----------|
| 6.00 | 蓮蓉蛋黃#3 | 1YolkLotusMooncake4/Bx | 22.25 | 133.50 |
| 4.00 | 豆沙蛋黃#10 | 1YolkBlackBeanMooncake4/Bx | 18.75 | 75.00 |
| 4.00 | 椰絲蛋黃#11 | 1YolkCoconutMooncake4/Bx | 18.75 | 75.00 |
| 6.00 | 金腿肉月#8 | NoYolkHamFruits&NutsMooncake4/Bx | 20.25 | 121.50 |
| 4.00 | 玫瑰豆沙#14 | NoYolkBlackBeanMooncake4/Bx | 18.50 | 74.00 |
| 1.00 | FederalExpressService | GroundFedExpFrieght&HandlingServiceC hargesForCustomers | 31.00 | 31.00 |
| Subtotal | | | | 510.00 |
| Sales Tax | | | | |
| Freight | | | | |
| Total Credit Amount | | | | 510.00 |
| Payment Received | | | | 510.00 |
| TOTAL | | | | 0.00 |

Check No:

9/21/12 42 Ck# 2437 10/2/2012



HUMBOLDT

CHECK REQUEST

Associated Students Business Office
1 Harpst Street, Arcata, California 95521 • 707-826-3771

PROGRAM / CLUB: MCC

DATE: _____

PAYEE: Marilyn Paik-Nicely

THIS CHECK IS TO BE:

ADDRESS: 2396 Arthur Rd

☒ MAILED

McKinleyville CA 95519

☐ PICKED UP BY: _____

DESCRIPTION OF EXPENDITURE: Reimbursement for Moon Cakes
for the Autumn Moon Festival

AS
REQUESTED BY

Program / Club Advisor Certification: I certify that the attached invoices/
receipts are for items received and used for the program as intended.

PEID NO: _____

A. Strack Lanya D. Sypp
Signature / Approval

| AMOUNT | ACCOUNT NUMBER | ACCOUNT NAME | INVOICE # | INV. DATE | RELATE CODE |
|-----------------|-------------------|-----------------|-----------|--------------|----------------|
| 510 - | 5130-4754 | CPG | | 9/21/12 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 510 | | | | | |
| 0.00 | | | | | |

TOTAL

OFFICE USE ONLY

OFFICE COORD. _____ ADMIN VICE PRES. _____ GENERAL MANAGER _____

RECEIPTS:

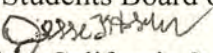
_____ EXEMPT _____ MORE THAN REQUESTED FOR REIMB.
_____ TO FOLLOW REASON _____
W-9 _____ ON FILE _____ REQUESTED DATE _____ EXEMPT _____

VOUCHED _____ A.B.S. APPROVAL _____

RETAIN COPY FOR YOUR RECORDS!!!



October 22, 2012

To: Associated Students Board of Finance
From:  Jesse Hoskins, California State Student Association Representative (707-826-5415, jth49@humboldt.edu)
RE: Program Budget Language Change for CSSA Budget

According to the California Student State Association budget, as outlined in the Associated Students 2012- 13 Approved Budget, Budget Language Number 5:

Lobby Corps funding shall be used for travel and expenses to send students to the California State Capitol to lobby on behalf of the students of HSU and HSU Associated Students. Estimated cost is \$450 per trip for 2 trips (1 Fall Semester, 1 Early Spring Semester) for 4 students.


I am requesting a change to the Budget Language to read "Estimated cost is \$450 per trip for 2 trips (in the Spring Semester of 2012-2013 year) for 4 students."

This change is being requested due to the timing and effectiveness of the lobby trip. 2012 is an election year and the State Legislature is out of session until late January, there would be little benefit of a lobby trip in the Fall Semester.



October 18, 2012

TO: Board of Finance, Associated Students

FROM: Megan Reynolds, A.S. Student Affairs Vice President 

RE: Request for Unallocated Funds for A.S. T-shirts

The Associated Students council is requesting 150.00 of Unallocated funding to purchase t-shirts for the council members. We would like to purchase plain white t-shirts that we will then design ourselves. Other materials for the t-shirts, such as tie-dye and fabric paint, will be paid for out of the Student Affairs Vice Presidents special-projects allocation in the AS Government Budget.

The t-shirts will be used to identify council members at events and on campus as people who can answer questions about Associated Students. We will also be purchasing enough of the tie-dye and other materials to host a t-shirt making event for the larger campus community at the same time as we make our council t-shirts.

The company that we obtained the quote from (CustomInk) provides organic cotton t-shirts to organizations, making them environmentally responsible, as stipulated in 2012-13 AS Budget Language #26.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students
CONTACT PERSON: Megan Reynolds
Phone: (619) 884 1773
Email: mr151@humboldt.edu

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

| | | |
|----------------------|---|-------------------------|
| 1 | <u>Requested A.S. Unallocated Funds</u> | <u>\$ 150.00</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> |
| Total Income: | | <u><u>\$ 150.00</u></u> |

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

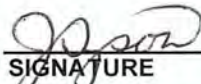

| | | |
|----------------------------|--------------------|-------------------------|
| 1 | <u>AS T-shirts</u> | <u>\$ 150.00</u> |
| 2 | <u></u> | <u></u> |
| 3 | <u></u> | <u></u> |
| 4 | <u></u> | <u></u> |
| 5 | <u></u> | <u></u> |
| 6 | <u></u> | <u></u> |
| 7 | <u></u> | <u></u> |
| Total Expenditures: | | <u><u>\$ 150.00</u></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

Ellyn Henderson
BUDGET ADMINISTRATOR NAME


SIGNATURE

SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

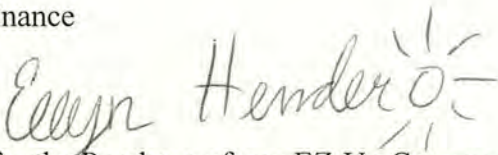
Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

| | | |
|---------------------|---------------------------------------|-----------|
| Line Item: | AS T-Shirts | \$ 150.00 |
| Explanation: | 13 Men's T-Shirts at \$6.96 = \$90.48 | |
| | 7 Women's T-Shirts \$6.24 = \$43.68 | |
| | Tax: 8% of 134.16 = \$10.74 | |
| Line Item: | | |
| Explanation: | | |
| Line Item: | | |
| Explanation: | | |
| Line Item: | | |
| Explanation: | | |
| Line Item: | | |
| Explanation: | | |
| Line Item: | | |
| Explanation: | | |
| Line Item: | | |
| Explanation: | | |



October 22, 2012

TO: Associated Students, Board of Finance

FROM: Ellyn Henderson, AS President 

RE: Request from A.S. Unallocated for the Purchase of one EZ-Up Canopy with Graphics.

The Associated Students Government is requesting funds for the purchase of one 10X10 EZ-Up Canopy with Graphics. This canopy will be used for tabling outdoors in inclement weather.

The Associated Students consistently strives to improve its outreach efforts to students. Oftentimes AS is unable to table outside due to weather related issues. The canopy will allow the Associated Students to table more often and have a more noticeable presence while tabling. The canopy would also be available for AS Programs who would like to use it.

The canopy will be customized and will include the Associated Students logo and name. The cost of shipping has been waived by the vendor.

A quote for the canopy is attached.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students
CONTACT PERSON: Ellyn Henderson
Phone: 707-826-5414
Email: eph6@humboldt.edu

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

| | | |
|-----------------------------|---|-------------------------|
| 1 | <u>Requested A.S. Unallocated Funds</u> | <u>\$ 947.16</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>\$ 947.16</u> |

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

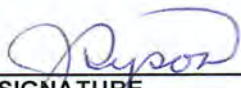
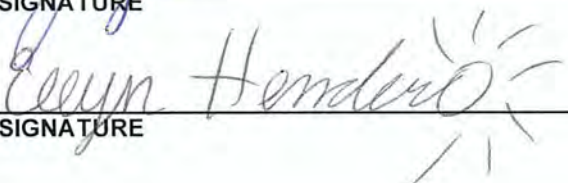
| | | |
|-----------------------------------|-------------------------------------|-------------------------|
| 1 | <u>Easy Up Canopy with Graphics</u> | <u>\$ 877.00</u> |
| 2 | <u>Sales Tax</u> | <u>\$ 70.16</u> |
| 3 | <u></u> | <u></u> |
| 4 | <u></u> | <u></u> |
| 5 | <u></u> | <u></u> |
| 6 | <u></u> | <u></u> |
| 7 | <u></u> | <u></u> |
| <u>Total Expenditures:</u> | | <u>\$ 947.16</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

Ellyn Henderson
BUDGET ADMINISTRATOR NAME


SIGNATURE

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: Easy Up Canopy with Graphics \$ 877.00

Explanation: Please see attached Estimate.

Line Item: Sales Tax \$ 70.16

Explanation: California Sales Tax is 8% of purchase price.

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Estimate

Rob Christenson
rwc9@humboldt.edu
707-826-4221

| Rep | Date | Estimate # |
|------|------------|------------|
| HTCG | 10/22/2012 | 101695 |

| Item | Description | Qty | Price Each | Total |
|--|--|------------------|------------|---------|
| EP9104MC | ***Hardware*** | | | |
| | ENTERPRISE II SHELTER, 10 X 10 STEEL WHITE FRAME, CUSTOM | 1 | 499.00 | 499.00T |
| | **22 custom fabric colors to choose from. All the same price.** | | | |
| | --Upgrade to the Professional Grade Eclipse II Steel for \$200 additional. | | | |
| | *Twice as strong and 3 extra years of warranty* | | | |
| | ***Custom Graphics*** | | | |
| | Peak Logo: | | | |
| | Logo 1: Your company or organization logo | | | |
| | Color: 1. | | | |
| | Location: Maximized and applied to all four peaks | | | |
| GSSSTMD | MEDIUM SET UP PER COLOR | 1 | 375.00 | 375.00T |
| DISCOUNT | SPECIAL DISCOUNT OFF SCREEN SET UP | | -125.00 | -125.00 |
| GSSPSMD | (1 color x 4 peaks = 4 passes) | | | |
| | MEDIUM PASS | 4 | 32.00 | 128.00T |
| | +Shipping | | | |
| | ***Quantity Break*** | | | |
| | Price of 2nd unit: \$627 | | | |
| | ***Additional Recommended Accessories*** | | | |
| | *Additional \$45, Heavy Duty Stake Kit. Set of 4. | | | |
| | *Additional \$59, Deluxe Weight Bag Set. Set of 4. Easily attaches to frame. 40lbs per bag. | | | |
| | *Additional \$139, Deluxe Roller Bag. Heavy duty wheels & handles. | | | |
| | *More accessories at www.buyshade.com (sidewalls, instant tables, director chairs...etc.) | | | |
| | ***Additional Custom Accessories*** | | | |
| | Add an additional custom accessory & SAVE! Now is the best time to save money on a custom accessory. Enhance the visibility of your booth with your logo applied to a table cover, sidewall, rail skirt or flag. | | | |
| | Custom accessory pricing with your logo applied: | | | |
| | *Custom 10' Sidewall: \$157 | | | |
| | *Custom 10' Rail Skirt: \$161 | | | |
| Look forward to hearing from you soon! | | Sales Tax (0.0%) | | |
| | | Total | | |

Estimate

Rob Christenson
rwc9@humboldt.edu
707-826-4221

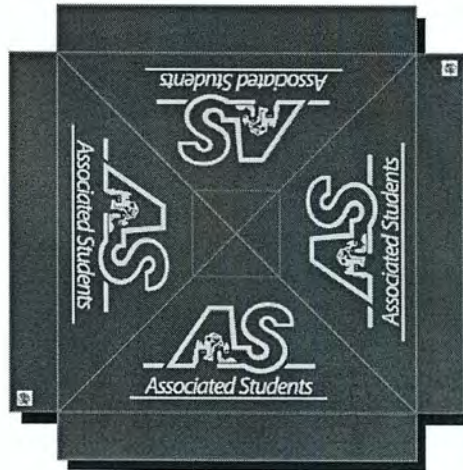
| Rep | Date | Estimate # |
|------|------------|------------|
| HTCG | 10/22/2012 | 101695 |

| Item | Description | Qty | Price Each | Total |
|--|---|-------------------------|------------|----------|
| | <p>***#1 Instant Shelters in the World***</p> <p>#1 Best Selling #1 in Warranty (2 years) #1 in Graphics (Industry best 1 year warranty. No peeling, chipping, bleeding, or fading. Guaranteed!)</p> <p>***Please feel free to call us with any questions you might have, 866-289-3987.</p> | | | |
| Look forward to hearing from you soon! | | Sales Tax (0.0%) | | \$0.00 |
| | | Total | | \$877.00 |

Customized Rendition

Option 2

10' x 10'



Customers also purchased
Ask Your Design Specialist For Pricing

Sidewall



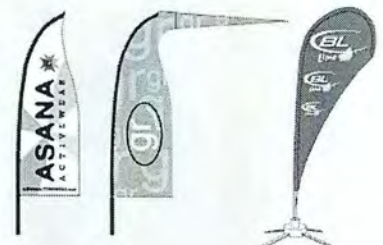
Freestanding Railskirt



Tablecloth



Flags



Directors Chairs

