

**Associated Students Board of Finance
Humboldt State University
Meeting on Monday, February 18, 2013
Nelson Hall East, Room 116
6:00 p.m.
Agenda #7**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #7 – 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 #6 dated December 3, 2012 – Action Item
- VII. Old Business
 - A. Revision of 2012-13 Standing Rules & Meeting Schedule – Action Item
Changes to the Standing Rules & Meeting Schedule reflect a change in meeting time to begin at 6:00 p.m.
 - B. Request from the California State Student Association (CSSA) to amend CSSA Budget Language #5 to allow one trip to the State Capitol in the Spring semester for seven students – Action Item
Allowing all seven students on the Lobby Corps to participate in one trip will allow the program to save money. The trip is planned for March 7-8, 2013.
 - C. 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 their 2013-14 AS Program Budget Request. Date of Budget Hearings is Saturday, March 2, 2013 – Action Item
- VIII. Announcements
- IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, December 3, 2012
Nelson Hall East, 120
Minutes #6

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 2:00 p.m. on Monday, December 3, 2012 in the Nelson Hall East 120.

Roll Call

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

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: LAPIZ/HENDESON move to approve Agenda #6

APPROVED

Chair's Report

Yzaguirre reported that the meeting will include approval of the 2013-14 Budget Application Materials and Timeline. The Board of Finance will also be considering a request to update the website of AS Presents.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #5 dated November 14, 2012 – Action Item

MOTION: LAPIZ/HENDERSON move to approve the Board of Finance Minutes #5 dated November 14, 2012

APPROVED

Old Business

A. Sustainable Living Arts & Music Festival (SLAM Fest) – Discussion Item
The Board of Finance will meet with the advisor of the SLAM Fest to discuss plans for the Spring, 2013 SLAM Fest.

Jerri Jones, advisor to the SLAM Fest, and Camille Riley, Student Coordinator of SLAM Fest was present on behalf of the program. Riley detailed that the SLAM Fest would like to coordinate with the Campus Center for Appropriate Technology (CCAT) May Day festival on Saturday, May 4, 2013. Jones noted that the May Day event and SLAM Fest are very similar and attract the same group of students. Tyson asked if a budget adjustment would be necessary

for the SLAM Festival budget. Jones replied that she did not anticipate the need for a large adjustment to the budget and that possible minor adjustments would be for the purchase of volunteer t-shirts or light refreshments. The Board of Finance indicated that they were in favor of this collaboration.

- B. 2013-14 AS Budget Timeline – Action Item
Review and Approval of the 2013-14 AS Budget Timeline

MOTION: HENDERSON/LAPIZ move to approve the 2013-14 AS Budget Timeline
APPROVED

Tyson reviewed the 2013-2014 AS Budget Timeline with the Board of Finance and noted that it was important for the Board of Finance to commit to meeting on Saturday, March 2 as this will be the time that will be communicated to the programs for budget hearings.

- C. 2013-14 AS Budget Application Materials – Action Item
Review and Approval of the 2013-14 AS Budget Application Materials.

MOTION: KREID/LAPIZ move to approve the 2013-14 AS Budget Application Materials
APPROVED

Tyson reviewed the 2013-14 AS Budget Application Materials in detail. AS Programs will receive the Budget Application Materials the first day of the Spring 2013 semester. The packet will include a memo that outlines important notes for programs to keep in mind as they prepare their budget, a budget grid, director descriptions, budget justifications, a budget narrative and a copy of the AS Mission. Tyson stated that the budget materials would be sent to each of the programs after being approved by the Board of Finance. These materials are very similar to those used in the past.

Lapiz yielded the floor to Hunter Cresswell, a reporter for *The Lumberjack*. Cresswell asked questions to receive background information on the AS Budget Process.

- D. Request from AS General Operations in amount not to exceed \$1,500 for costs associated with AS program website development – Action Item
AS Presents is in need of website development services. The website will be updated to be compatible with the CSU Accessible Technology Initiative (ATI). The updated website will also benefit the program and allow for additional multimedia capabilities.

MOTION: LAPIZ/CRESSWELL move to approve the request from AS General Operations from Unallocated in an amount not to exceed \$1,500 for costs associated with AS Program website development
APPROVED

Michael Moore, the AS Presents advisor, and Rob Christensen, AS Council Assistant, were present on behalf of the request. Moore explained that the AS Presents current website is a static one-page site that does not allow for user interaction. The new website will allow the program to utilize multimedia to showcase upcoming performances on its website. The website interface will also allow staff to maintain the website without the need for a lot of training. Christensen added that AS Presents website will meet the required for the CSU Accessible Technology Initiative (ATI).

Lapiz yielded the floor to Cresswell; Cresswell was seeking additional information on the proposal and was directed to the Board of Finance agenda packets that are made available outside of the AS Office and online.

Announcements

Henderson thanked Cresswell for attending the meeting.

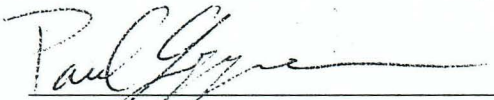
Adjournment

Yzaguirre adjourned the meeting at 2:37 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

**ASSOCIATED STUDENTS COUNCIL 2012-13
STANDING RULES**

I. MEETINGS

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at ~~2:00 p.m.~~ 6:00 p.m. as per the attached schedule unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A majority vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by ~~4:00 p.m.~~ 8:00 p.m. regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.
 - 1. For purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.
- B. All New Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Council Assistant by 5:00 p.m. the Monday preceding the meeting it is on the agenda. The A. S. Council Assistant will distribute the proposed items to each member of the Board of Finance and the General Manager.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.

III. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance
2012-13
Meeting Schedule**

*Meetings of the AS Board of Finance are held at ~~2:00 p.m.~~ 6:00 p.m.
Meetings are held in Nelson Hall East Room ~~420~~ 116 unless otherwise noted.*

FALL SEMESTER 2012

Monday, September 17, 2012

Monday, October 1, 2012

Monday, October 15, 2012

Monday, October 29, 2012

Wednesday, November 14, 2012

Monday, December 3, 2012

SPRING SEMESTER 2013

~~Monday, February 4, 2013~~

Monday, February 18, 2013

Saturday, March 2, 2013*

Wednesday, March 6, 2013

Wednesday, March 27, 2013

Wednesday, April 10, 2013

Monday, April 22, 2013

Monday, May 1, 2013

* The Board of Finance will be meeting for full day sessions on March 2 for AS Budget Hearings and will be held in Nelson Hall East, Room 120.

Associated Students Board of Finance Meetings are conducted in accordance to the Gloria Romero Open Meeting Act of 2000 and are open to all students, faculty, staff, administrators, community members and other interested parties.

February 7, 2013

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

Jesse Hoskins

According to the California Student State Association Program 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 (in the Spring Semester of 2012-2013 year) for 4 students.

I am requesting a change to the Budget Language to read: *Estimated cost is \$900 for one trip (in the Spring Semester of 2012-2013 year) for 7 students.*

This change is being requested to better fit the schedules of students in Lobby Corps. Two State Capitol lobby trips in addition to the CHESS Conference in one semester would not be feasible. Concentrating efforts into one State Capitol lobby trip would be much more effective and reasonable for Lobby Corps members to attend.

*ok
JTH
2-12-2013*