

**Associated Students Board of Finance**  
**Humboldt State University**  
**Meeting on Wednesday, March 3<sup>rd</sup>, 2010**  
**University Center, South Lounge Conference Room**  
**2:00 p.m.**  
**Agenda #9**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #9 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #8 dated February 15<sup>th</sup>, 2010 – Action Item
- VI. Old Business
  - A. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed \$2,000.00 from the MCC's Special Projects (In House) for the performance fee of *Natural Vibrations* at a fundraising concert on April 22<sup>nd</sup>, 2010 – Action Item  
Budget Language #22 of the MCC program states no in house project shall result in a cumulative cost of more than \$500.00 without prior approval of the Board of Finance.
  - B. Request from the MultiCultural Center (MCC) for a line-item transfer in an amount not to exceed \$437.50 from line-item Hourly Wages to line-item Work Study – Action Item  
A Community Coordinator at the MCC has been awarded work study. Transferring the amount into the Work Study line item will allow the student to collect their financial aid award. It is requested that \$437.50 be transferred for the Spring semester.
  - C. Request from the Associated Students Government from Unallocated for funds in an amount not to exceed \$3,250.00 for purchase of 1,000 academic planners. –Action Item  
The Associated Students Government would like to provide 1,000 free personalized planners for students in the 2010-2011 school year. The planners would include information on Associated Students programs, events and resources for HSU students and would be purchased in conjunction with the HSU Bookstore.
  - D. 2010-2011 Recommended Associated Students Budget – Action Item  
Review and approval of the 2010-2011 recommended A.S. Budget.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, February 15<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #8

**DRAFT**

**Call to Order**

Alex Gradine called the Board of Finance meeting to order at 2:00 p.m., Monday, February 15, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Alex Gradine, Brandon Chapin, Stephanie Partlow, Stefanie Chen-Welch,  
Nida Ahmed

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: AHMED/PARTLOW move to approve Agenda #8 APPROVED

**Chair's Report**

Gradine had no report.

**Approval of the Minutes**

MOTION: CHEN-WELCH/PARTLOW move to approve the Board of Finance  
Minutes #7 dated February 1<sup>st</sup>, 2010 APPROVED

**Old Business**

- A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$900.00 from the WRC's Special Projects (In House) line item for the event *Kink on Campus* – Action Item  
Budget Language #4 of the WRC program states no in house project shall result in a cumulative cost of more than \$500.00 without prior approval of the Board of Finance.

MOTION: CHAPIN/AHMED move to approve the request from the WRC for approval to spend an amount not to exceed \$900.00 from the WRC's Special Projects (In House) line item for the event *Kink on Campus*  
APPROVED

Vynessa Ortiz, fiscal coordinator for the WRC, was present on behalf of the request. Ortiz explained that a majority of the approved funds will be used to purchase t-shirts for the event. The WRC plans to hand out the shirts at *Kink on Campus* and other events that lead up to Take

Back the Night. Ortiz expects to spend less than \$900.00 on t-shirts and the remaining balance would be spent on small honorariums for speakers at the event. Partlow asked if the amount was consistent with the normal costs of t-shirts. Ortiz explained that in the past Housing and the Health Center had offered to pay for part of the t-shirts. This year Housing will not be assisting in purchasing the t-shirts. Chapin asked if the cost for the t-shirts were included in next year's budget. Ortiz replied that the program is picked up only if students are interested in doing it year-by-year.

- B. Request from the California State Student Association (CSSA) from Unallocated for funds in an amount not to exceed \$1,637.00 for costs associated in providing transportation for approximately 57 students from a student rally at the state capitol. – Action Item

CSSA is organizing a rally at the State Capitol in Sacramento on March 22<sup>nd</sup>. HSU Associated Students is anticipating returning one bus of students from the protest. The protest is scheduled for the Monday following the Spring Break holiday.

MOTION: PARTLOW/AHMED move to approve the request from the California State Student Association from Unallocated for funds in an amount not to exceed \$1,637.00 for costs associated in providing transportation for approximately 57 students from a student rally at the state capitol.

APPROVED

Aaron Wilyer, HSU's CSSA representative, was present on behalf of the request. Wilyer explained that CSSA is taking part in a rally at the State Capitol in support of higher education that is scheduled for March 22<sup>nd</sup>. The rally would include students from the California State University, the University of California and the California Community College systems. Wilyer explained that he plans to recruit for the trip through a Lumberjack advertisement, posters and flyers and also through an e-mail from Vice President Butler to all students. Gradine asked Wilyer if he expects most of the students that will utilize the bus service will be local to Sacramento. Wilyer replied that not necessarily all students will be from Sacramento; many students may travel to Sacramento and then use the bus to complete their trip to Humboldt after the rally. Gradine asked what time the bus would return to campus. Wilyer expects that the bus would arrive in Humboldt around 8:00 p.m. Chapin asked Wilyer if he had plans for students who would be interested in attending, but would be in Arcata over Spring Break. Wilyer responded that he would be arranging carpools. Chapin asked if there was an incentive for students who went on the trip. Wilyer replied that lunch would be provided. Tyson discussed some risk management issues to be aware of. Each student who traveled would need to sign a release of liability ahead of time and students would need to be accounted for throughout the trip. Wilyer noted that NightSnow Vogt, the other CSSA representative, may be willing to manage the bus group. Wilyer would be traveling from Arcata. Chapin suggested that Wilyer contact executive members to see if they would fund lunch from their special project funds.

- 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 the 2010-11 budget request. Date of Budget Hearings is Saturday, February 27<sup>th</sup>. –Action Item  
Budget Hearings for 2010-11 for selected AS Programs have been scheduled for February 27<sup>th</sup>, at which time they need to be prepared to clarify any areas in their budget request.

The Board came to a consensus to call in AS General Operations, AS Government, Campus Recycling Program, Drop In Recreation, Eric Rofes Queer Resource Center, Learning Center Tutorial Program, Sports Clubs and Student Life Support.

**Announcements**

There were no announcements.

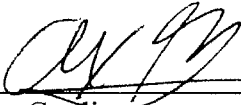
**Adjournment**

Gradine adjourned the meeting at 2:32 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:




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Alex Gradine  
Administrative Vice President  
Chair, Board of Finance

## MCC Memo

TO: Board of Finance  
Associated Students

FROM: Marylyn Paik-Nicely   
MultiCultural Center

RE: Special Projects: In House Request

DATE: Feb. 19, 2010

In April of this semester, the MultiCultural Center (MCC) would like to sponsor a special fundraising concert with the Hawaiian Roots Reggae band, Natural Vibrations. This very popular band will be in Hawkins Bar, CA, on April 20<sup>th</sup>, and they would love to stop in Arcata for a concert as they head up to Oregon State University for another concert on April 24. The MCC has the Kate Buchanan Room reserved on April 22<sup>nd</sup>.

We are requesting approval to use \$2,000 from our Special Projects: In House line-item for the performance fee for Natural Vibrations. This concert will be free to all. The fundraising component will be the sale of Hawaiian local foods, such as teriyaki chicken plate lunch, Hawaiian beef stew, Korean tofu plate lunch, Hawaiian Sun juices, and more. We are also planning a fun drawing of gifts from the Islands and local businesses. Many of our HSU students from Hawaii are excited about Natural Vibrations coming to HSU and have offered to help out at the concert and food sales!


About two years ago the MCC, with the support of APASA and AS funding, sponsored the first Natural Vibrations concert at HSU. The KBR was packed with HSU students, HSU alums, and many folks from the Native American community! We are confident that this concert on April 22<sup>nd</sup> will be a huge success. All proceeds from the sale of food and the drawing will benefit the MCC and all the programs that we present on campus.

The MCC staff and supporters hope you will support the Natural Vibrations concert by approving the request to use \$2,000 from the Special Projects: In House line-item.

Thank you for your consideration.

## MCC Memo

TO: Board of Finance  
Associated Students

FROM: Marylyn Paik-Nicely   
MultiCultural Center

RE: Special Projects: In House Request

DATE: Feb. 19, 2010

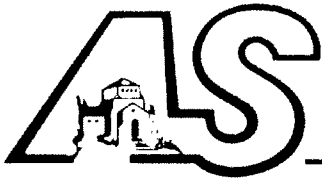
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The MCC staff and supporters hope you will support the Natural Vibrations concert by approving the request to use \$2,000 from the Special Projects: In House line-item.

Thank you for your consideration.



February 23, 2010

TO: Associated Students, Board of Finance  
FROM: Joyce Tam, A.S. Student Affairs Vice President   
RE: Request from Unallocated for funds to provide free academic planners

The Associated Students is requesting funds to provide 1,000 free 2010-2011 academic planners to approximately 1000 students at Humboldt State University during the beginning of the Fall 2010 semester. The funds will cover the cost of printing, designing and shipping the planners before the upcoming academic year.

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 Associated Students will 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 by almost 25%. In addition, the Bookstore will be able to sell these planners at a more affordable cost.

Associated Students will give away 1000 free planners. Planners will also be sold at the HSU Bookstore.

Thank you for your consideration of this request. If you need to contact me, you can do so at [jwt14@humboldt.edu](mailto:jwt14@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:** Joyce Tam  
**Phone:** 707.826.5421  
**Email:** joycewingtam@gmail.com

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

1	Requested A.S. Unallocated Funds	\$3,250.00
2		
3		
4		
5		
6		
7		
<b>Total Income:</b>		<b>\$3,250.00</b>

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


1	Cost of Ordering, Printing, Shipping of Planners	\$3,250.00
2		
3		
4		
5		
6		
7		
<b>Total Expenditures:</b>		<b>\$3,250.00</b>

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

**REVIEWED BY:**  
JOAN TYSON  
**CLUB/PROGRAM ADVISOR NAME**

  
**SIGNATURE**

Brandon Chapin  
**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.

<b>Line Item:</b>	2010-2011 Academic Planners	\$3,250.00
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Explanation: In previous years, Associated Students Government has given 1000 free academic planners to students during the beginning of the fall semester. These planners were designed specifically to promote Associated Students as well as provide important campus information. This year, A.S. plans to bring back this program. By joining projects with the HSU Bookstore, these planners will will promote both Associated Students and the University Center. In addition, the Bookstore will be able to offer more affordable planners by ordering in a larger quantity.

Explanation: \_\_\_\_\_  
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<b>Line Item:</b>		
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Explanation: \_\_\_\_\_  
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