

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.

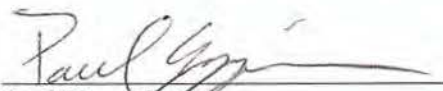
Adjournment

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