

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.

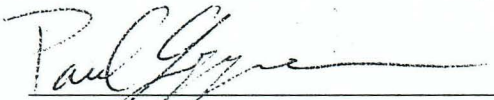
**Adjournment**

Yzaguirre adjourned the meeting at 2:37 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

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