

ASSOCIATED STUDENTS INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

**FINANCE COMMITTEE
AGENDA**

January 19, 2024

10:30 a.m.

Call to Order
Roll Call
Approval of Minutes
Reports: Chair and Finance Committee Members
Adoption of Agenda
Open Forum (5 minutes/speaker)

NEW BUSINESS:

- FC 01-24** Permission to transfer \$11,555.00 from Unallocated Reserves to A.S. Corporate Operating – Unallocated Staff Increase (660894 RN001 A4100) for an additional two percent salary increase for Pro-Staff effective January 1, 2024 with a five percent salary retroactive to July 1, 2023. (Action) (Rister)
- FC 02-24** Permission to transfer \$350,000.00 from Unallocated Reserves to A.S. Productions – Programs and Publicity (660901 RN001 A6200) for Coyote Fest 2024. (Action) (Stone)
- FC 03-24** Permission to use \$2,500.00 from Grant and Service Programs – ASI Donations (660723 RN001 A4700) to sponsor the Educational Opportunity Program (EOP) Renaissance Scholars program on February 1st. (Action) (Alejandro)

ANNOUNCEMENTS

ADJOURNMENT

ASI Budget Request

Purpose: Coyote Fest
Date of Event: May 3rd, 2024
Proposal Amount: \$320,000.00



Summary

A request of **\$320,000.00** is being brought forward to cover the entertainment costs associated with the CoyoteFest on April 28th, 2023.

The request in accordance with the ASI Finance Policy proposes a transfer of funds from unallocated reserves to the ASI Productions account: 660839-RN001-A6200

Type	Cost
Entertainment <i>(1) One live artist from a designated genre</i>	\$185,000.00
*Event Insurance <i>Required for large scale events</i>	\$5,000.00
*Structural Engineer <i>Required for stage approval</i>	\$5,000.00
*Staging, lighting, and Sound <i>Required for live entertainment</i>	\$100,000.00
Fencing	\$10,000.00
Green Room Expenses	\$2,000.00
*Staff Equipment & Marketing <i>Printed Materials/Walkie Talkies ect.</i>	\$13,000.00
Total Cost:	\$320,000.00

**The above prices are approximate estimates based on fair market value from December 12th,, 2023. The budget shall not exceed the requested funds unless otherwise approved by the ASI Board of Directors.*

Budget timeline if approved:

January 2024: Identify and work with booking agencies on confirming talent for event.
Bring campus partners together with the permission of the Santos Manuel Student Union to begin the conversation on logistics such as layout, security and staffing.
Identify and work with booking agencies on confirming talent for event.
Identify and work with Staging companies for the event.

February 2024: Finalize all event permits and permissions with risk management, University Police, and Events Services.
Return to the ASI Finance Committee for approval on purchases over \$5,000 and authorize approval for production.

Return to ASI Board of Directors for final approval of event costs and purchases which include the execution of contracts.