

**ASSOCIATED STUDENTS, INC.**  
**California State University, San Bernardino**

**FINANCE COMMITTEE**

**MINUTES**

**NOVEMBER 3, 2020**

The meeting was called to order at 9:05 a.m. by the Chair, Paola Galvez.

Present: Paola Galvez, Marina Stone, Victoria Ayala, Nathaly Ramos, Alexis McGowan and Jesse Felix.

Absent: Angelica Agudo (excused) and Michelle Pham (excused).

(The above listed were present via Zoom)

**APPROVAL OF THE MINUTES:**

M/S Ayala/Ramos: To approve the minutes of May 26<sup>th</sup>. Passed unanimously.

M/S Ramos/Ayala: To approve the minutes of October 20<sup>th</sup>. Passed unanimously.

**REPORTS:**

Ms. Galvez stated that she will be providing an update of the budget at every Finance Committee meeting. She informed the Committee that on October 13<sup>th</sup> the budget was at \$1,011,977.00 and as of October 27<sup>th</sup> the budget was at \$995,058.00. On October 27<sup>th</sup>, the Board of Directors approved the donation for a class gift for the Fall 2020 graduates and increased the amount from \$1,750.00 to \$3,000.00.

**ADOPTION OF AGENDA:**

M/S Stone/Ayala: To adopt the agenda of November 3<sup>rd</sup>. Passed unanimously.

The agenda was adopted.

**NEW BUSINESS:**

**FC 17-20 M/S Felix/Ayala: Permission to transfer \$11,250.00 from ASI Box Office – Box Office Management Assistant (601897-RN001-A4400) to A.S. Corporate Personnel – Temporary Part-Time Employees (601302-RN001-A4100) to cover the shortfall in the account.**

Mr. Felix explained that funds in the Box Office Management Assistant account are not being utilized at this time. The budget was decided on prior to the COVID-19 pandemic in which the Temporary Part-Time Employees account budget was reduced. In addition, several employees were kept on to train new staff which led to the account being overdrawn by \$3,759.37. \$11,250.00 will be transferred to the Temporary Part-Time Employees account to cover the

shortfall and since graduation is earlier, funds would be available for the graduating staff to assist with the transitioning of the new staff. If the funds are transferred, \$7,490.63 will remain in the Temporary Part-Time Employees account to utilize for the transition.

Discussion followed with questions from the Committee.

Ms. Ayala inquired whether the funds being transferred will be sufficient for the remainder of the year.

Mr. Felix projects that the funds will be sufficient until May and any remaining funds will be dependent on the transition schedule. He explained that ASI will need as many student staff with historical knowledge to assist with the transitioning of ASI moving into a new building if the COVID-19 pandemic is over.

Passed (6/0/0).

**ANNOUNCEMENTS:**

Ms. Stone reminded the Committee to vote in today's election. She suggested that they check to see whether their ballots have been received, if they have already voted.

Mr. Felix encouraged the Committee to take care of themselves during these stressful times.

Meeting adjourned at 9:20 a.m.



Paola Galvez, VP of Finance