

# **BAC MEETING**

**Venue: F5-219**

**December 6<sup>th</sup>, 2018**

**10:00 a.m.**

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

## **Special Meeting Minutes**

**East  
Los  
Angeles  
College**



**BUDGETARY AFFAIRS COMMITTEE**



**I. CALL TO ORDER - 10:25 a.m.**

**II. ROLL CALL**

- Sonia Lopez, ASU Advisor
- Frank Lozano, Faculty Rep
- Michelle Keung, ASU President
- Amber Arias, Treasurer
- Juan Casillas, VP of Finance
- Ann Chen, Fiscal Rep (*absent*)
- Ruth Siguenza, Minuter

**III. APPROVAL OF MINUTES**

- Moved - Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
- Minutes Approved

**IV. PUBLIC FORUM (2 MIN. PER SPEAKER) - NONE**

**V. FINANCIAL REPORT - See attached report**

**VI. TREASURER REPORT - See attached Report**

**VII. DISCUSSION ITEMS**

**Audit Findings Update - NONE**

**VIII. ACTION ITEMS (5 MIN. PER SPEAKER)**

**A. Match Funding: USC Veterans Day Trip - Accounting Club - \$390.50**

- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
- Discussion: Michelle Keung read the description on the funding request
- Vote: Opposed: 0 / passes unanimously
- **Item APPROVED for \$390.50 from Social Cultural Acct. #62030**

- B. Match Funding: Vision Club Shirts – Vision Club - \$806
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Michelle Keung read the description on the funding request
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$806 from Social Cultural Acct. #62030**
- C. Match Funding: Fall 2018 Banquet – Accounting Club - \$1,005.09
- Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
  - Discussion: Michelle Keung read the description on the funding request
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$1,005.09 from Social Cultural Acct. #62030**
- D. Match Funding: KCCTF Region 8 Festival 51 – Performance East - \$4,614.79
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student discussed the logistics of the event.
  - Amendment: Pending \$1,790 should be added to full amount once it's officially deposited into the account.
    - Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
    - Vote: Opposed to Amend: 0 / amended unanimously
    - Amendment ADDED
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$4,614.79 from Competitions Acct. #50360**
- E. Match Funding: SASA 2018 Banquet – SASA Club - \$5,000
- Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
  - Discussion: Student delegate discussed the logistics of the event.
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$5,000 from Social Cultural Acct. #62030**
- F. Community Funding: Non-Smoking Non-Vaping banners for our campus - \$591.30
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer.
  - Discussion: Kimberly Bond discussed need for banners
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$591.30 from Social Cultural Acct. #62030**
- G. Community Funding: Temple Fair - \$3,000.68
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student delegate discussed the logistics of the event.
  - Vote: Opposed: 0 / passes unanimously

- **Item APPROVED for \$3,000.68 from Multi Cultural Acct. #62035**
- H. Community Funding: ASU Scholarship Readers Thank You Gifts - \$150
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student delegate discussed funding request.
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$150 from Social Cultural Acct. #62030**
- I. Community Funding: ASU ELAC Fest - \$550
- Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
  - Discussion: Student delegate discussed event logistics.
  - Amendment: Reduce decoration spending to \$100
    - Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
    - Vote: Opposed Juan – Yes, Michelle – Yes, Amber – Yes, Sonia – Yes, Frank – NO.
  - Amendment: Reduce amount to
  - Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias
  - Vote: Opposed to Amend: 0 /
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$450 from Social Cultural Acct. #62030**
- J. Community Funding: ASU Snacks - \$2,000
- Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
  - Discussion: Student delegate spoke on the funding request for year-round snacks.
  - Amendment: Expenditures must be made on or before May 3
    - Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Sonia Lopez, ASU Advisor
    - Vote: Opposed to Amend: 0 / amended unanimously
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED with Amendment for \$2,000 from Acct. #63720 ASU Promotions.**
- K. Community Funding: Final Snacks Giveaways Winter 2019 - \$700
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student delegate discussed funding request
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$700 from Acct. #63720 ASU Promotions**
- L. Community Funding: International Fest - \$1,173.15
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Michelle Keung read the description on the funding request.
  - Amendment: ASU work with ISAP club to merge events.

- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Vote: Opposed: 0 / passes unanimously
  - Item APPROVED for \$1,173.15 from Acct. #62035
- M. Community Funding: Green Books and Scantrons - \$1,400
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student Delegate discussed the need for green books and scantrons.
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$1,400 from Promotions Acct. #62730**
- N. Community Funding: 2019 Spring Club Rush - Main Campus - \$1,700
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Michelle Keung read the description on the funding request
  - Amendment: Replace the cotton candy machine with different item
    - Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$1,700 from Acct. #62030 Social Cultural Activities**
- O. Inter-Board Funding: SG Cabinet Keys - \$8
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Sonia Lopez, ASU Advisor
  - Discussion: Student delegate discussed funding request
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$8 from Acct. #70619 Supplies**
- P. Inter-Board Funding: LACCD Parliamentarian Competition Champion Plaque - \$10.95
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student delegate discussed funding request. Frank Lozano stated it was a refund for Dean Lopez.
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$10.95 from Acct. #70619 Supplies**
- Q. Inter-Board Funding: Red Duct Tape for Campus ASU Posting Boards - \$16.39
- Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Frank Lozano, Faculty Rep
  - Discussion: Amber Arias read the description on the funding request. Frank Lozano discussed it was a funding request for Sonia Lopez.
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$16.39 from Acct. #70619 Supplies**

- R. Inter-Board Funding: ASU Cabinet for South Gate - \$380
- Moved: Amber Arias, Treasurer / 2<sup>nd</sup>: Michelle Keung, ASU President
  - Discussion: Michelle Keung read the description on the funding request.
  - Amendment - Contact plant facilities before purchase to see if they have cabinets available.
  - Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED with Amendment for \$380 from Acct #60429 ASU Equipment**
- S. Inter-Board Funding: Ink for Office Printers - \$570
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Student delegate discussed the need for printer ink.
  - Vote: Opposed: 0 / passes unanimously
  - **Item APPROVED for \$570 from Acct. #70619 Supplies**
- T. Inter-Board Funding: Release Account 61029 - ASU Salaries - \$500
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Amber Arias read the releasing information.
  - Vote: Opposed: 0 / released unanimously
  - **Item RELEASED**
- U. Inter-Board Funding: Release Account 63675 - Graduation Reception - \$2,000
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Michelle Keung read the description on the release request
  - Vote: Opposed: 0 / released unanimously
  - **Item FUNDS RELEASED**
- V. Inter-Board Funding: Release Account 63701 - ASU Hospitality
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Michelle Keung read the description on the release request
  - Vote: Opposed: 0 / released unanimously
  - **Item FUNDS RELEASED**
- W. Inter-Board Funding: Release Account 40001 - Inter-Club Council - \$4,000
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
  - Discussion: Michelle Keung read the description on the release request
  - Vote: Opposed: 0 / released unanimously
  - **Item FUNDS RELEASED**

X. Inter-Board Funding: Release Account 62450 – Club Seed Funds - \$10,000

- Moved: Michelle Keung, ASU President / 2nd: Amber Arias, Treasurer
- Discussion: Michelle Keung read the description on the release request
- Vote: Opposed: 0 / released unanimously
- **Item FUNDS RELEASED**

Y. Inter-Board Funding: Release Account 61050 – ASU Scholarship - \$5,000

- Moved: Michelle Keung, ASU President / 2nd: Amber Arias, Treasurer
- Discussion: Michelle Keung read the description on the release request
- Vote: Opposed: 0 / released unanimously
- **Item FUNDS RELEASED**

Z. Club Events Expenditures over \$1,000 –

- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
- SASA Club – 2018 Banquet
- Temple Fair
- Accounting Club Banquet 2018
- Vision Club Shirts

**IX. STUDENT REP FEE**

A. ASU Winter Retreat - \$9,500

- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
- Discussion: Michelle Keung read the description on the funding request.
- Amendment: Reduce Sunday per diem to \$15 for dinner.
  - Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias
  - Vote: Opposed to Amend: 0 / amended unanimously
- Amendment: \$9,500 amend to \$8,000
- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, Treasurer
- Vote: Opposed: 0 / passes unanimously
- **Item APPROVED with amendment for amended amount of \$8,000 from Acct. #61200**

*Recess for 10 minutes 12:54 p.m. - Called back to order 1:01 p.m.*

*Recess till 3:15 p.m. - Meeting postponed until 12-7-18*

*Meeting was reconvened on 12-7-18 in F5 219 at 1:33 p.m.*

**ROLL CALL (12-7-18)**

- Sonia Lopez, ASU Advisor (*absent*)
- Frank Lozano, Faculty Rep

- Michelle Keung, ASU President
- Amber Arias, Treasurer
- Juan Casillas, VP of Finance
- Ann Chen, Fiscal Rep (*absent*)
- Ruth Siguenza, Minuter (*absent*)

**X. NEW BUSINESS / UNFINISHED BUSINESS**

**A. Match Funding: ELAC ESL Club - \$1,352.32**

- Moved: Michelle Keung, ASU President / 2<sup>nd</sup>: Amber Arias, ASU Rep
- To match fund ESL Club Knott's Barry Farm Trip in the amount of 1,352.32.
- Discussion: It was noted that President Martinez has approved the trip.
- Vote: Opposed: 0 / passes unanimously
- **Item APPROVED for \$1,352.32 from Multicultural Activates Acct. #62035**

**XI. REALLOCATION OF FUNDS**

- Moved by ASU Rep. A. Arias and, 2nd by ASU President, M. Keung, to return funds
  - Returning \$104.66 back into 50150 / College Tours -
    - San Diego University Tours from the Anthropology Club.
  - Returning \$1.30 back into 63270 / Promotions - ASU meeting 9/18/18
  - Returning \$0.34 back into 70619 / Supplies - SG Ink cartridges
  - Returning \$7.25 back into 70619 / Supplies - Printer ink for EVP and Secretary
- **Approved: Unanimously**  
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- Moved by ASU Rep. A. Arias and, 2nd by ASU President, M. Keung, to reallocate funds
  - \$400 from 70719 / Book Rental to 60429 / ASU Equipment
- **Approved: Unanimously**  
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- Moved by ASU President, M. Keung and, 2nd by ASU Rep - A. Arias to reallocate funds
  - \$1000 from 70719 / Book Rentl to 60235 / Multicultural Activities
- **Approved: Unanimously**  
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- Moved by ASU President, M. Keung and, 2nd by ASU Rep - A. Arias to return funds
  - \$145.80 back into 60429 / ASU Equipment - Student lounge furniture
- **Approved: Unanimously**

XII. Next Meeting: Next meeting will be in the Spring

XIII. Adjournment: 1:54 PM