

Finance Committee Meeting Minutes November 19th, 2024

- I. CALL TO ORDER at **3:04 PM**
- II. [ROLL CALL](#)
Present: Charan Reddy Doolam, Andrew Mendoza, Lizet Garcia, Ketaki Shinde, Rithika Pagadala, Erick Loredo

Absent: Nolan Calara, James Carroll, Doris Lagasca
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve Finance Committee Meeting agenda of November 19th, 2024 by **R. Pagadala**, seconded by **K. Shinde**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of November 5th, 2024**
Motion to approve Finance Committee meeting minutes of November 5^h, 2024 by **A. Mendoza**, seconded by **I. Garcia**, motion **CARRIED**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**
No public comment.
- 1:24**
- VI. UNFINISHED ITEMS:
No unfinished items.
- 1:45**
- VII. NEW BUSINESS ITEMS:
- A. DISCUSSION ITEM A: [ISO SEED Funding Application Review](#)**
The Finance committee will discuss and review the ISO Seed Funding Application.
C. Reddy Doolam shared details about the club's promotional activities, highlighting that student visiting their table can spin a prize wheel to win giveaway items such as pens, bags, pouches, motivational notepads, and other miscellaneous items. These giveaways are intended to attract interest and engage students. To manage their budget, the club has decided to use a plain tablecloth along with a nameplate to display the organization's name, instead



of investing in a custom tablecloth. The club, which was reactivated two years ago, is now led by a team of new officers dedicated to promoting and revitalizing the organization within the CSUEB community. **R. Pagadala** and **A. Mendoza** agree that the club is eligible for funding.

B. DISCUSSION ITEM B: [ASI Seed Funding Policy for Clubs & Organizations](#)

The Finance committee will discuss and revise the ASI Seed Funding Policy.

C. Reddy Doolam addressed challenges faced by clubs and organizations this semester in applying for seed and club funding. He emphasized the need for clear policies to make the process easier for students to understand and follow. To address this, he requested suggestions or comments from the board to be added to a shared document for discussion in an upcoming board meeting. One significant issue he highlighted was the issues with applications submitted through BaySync, as reported by SLIC. To resolve this, the revised process which includes submitting applications via email directly to SLIC, while CCing the ASI representative overseeing funding. This change aims to prevent misplaced applications and streamline the process. Additionally, **C. Reddy Doolam** clarified the first-come, first-serve funding policy to manage expectations and ensure that all clubs have a fair opportunity to receive funding, rather than allowing a few to maximize their allocations. **K. Shinde** questions on the number of seed funding requests that could be approved in a year. **C. Reddy Doolam** replies that the budget allocation for the academic year, set at \$2,250, and provided updates on seed funding approvals. He mentioned that prior to forming a dedicated committee, he personally approved funding for four to five clubs, some of which were only partially approved due to non-qualifying requests for food, as food expenses are not covered under the seed funding policy. **C. Reddy Doolam** clarified that while clubs could request any amount within their limits, there was a set deadline for submissions, which has now passed. Looking ahead, he mentioned that the remaining applications will be considered in the next academic year's first meeting. This ensures a more organized and policy-compliant funding process moving forward. **C. Reddy Doolam** elaborated on the distinction between seed funding and event funding deadlines. For seed funding, there typically aren't strict deadlines since it supports clubs in promoting themselves any time after their request is submitted. However, for event funding, clear deadlines have been established and communicated to the Student Life and Leadership (SLIC) office. The deadlines for event funding were set for **November 13th** for events taking place this semester and **November 15th** for events planned for early next semester, spanning from mid-January to mid-February. These timelines aim to streamline the process and provide clarity for clubs and organizations planning their events. **E. Loredo** emphasized the need to have the revised



policies and procedures fully developed and finalized by the next committee meeting. This would enable the document to be presented as an action item for consideration and approval, ensuring it is ready for implementation. **C. Reddy Doolam** explained that the revised funding policies are being treated as a discussion item this semester. He plans to coordinate meetings with the team, including the coordinator, Executive Director, Executive Assistant, and SLIC, to gain better insights into the issues and revisions needed. The goal is to bring the revised policies as a discussion item in January or mid-February, aiming for final approval by the last meeting in February. **E. Loredo** emphasized the importance of expediting the process. He urged **C. Reddy Doolam** to arrange the necessary meetings as soon as possible—ideally next week, after Thanksgiving but before the semester concludes. This would allow the revised policy to be finalized and approved during the last BOD meeting on December 4th. Enacting the new policy at the start of the semester would ensure clubs and organizations do not face the same challenges as before. **C. Reddy Doolam** explained that after consulting with **James Carroll** and **Ashley Depappa**, it was clarified that the revised policies cannot be finalized at this semester’s BOD due to scheduling constraints. **Sneh Sharma** and her team, who are integral to the process, will not be available until after the semester concludes. **A. Depappa** suggested presenting the revisions as a discussion item in the Finance Committee meeting, where members can provide suggestions and collaborate on refining the policies. These updates can then be brought to the first Board of Directors meeting of the next semester. The plan is to finalize discussions and approvals by February or March to implement the changes effectively.

C. DISCUSSION ITEM C: [ASI Student Clubs & Organizations Funding Policy](#)

The Finance committee will discuss and revise the ASI Student Clubs & Organizations Funding Policy.

C. Reddy Doolam mentioned that, similar to the seed funding policy, they have also created a draft for the event funding policy. He asked for help in comparing the new draft with the previous policies and requested suggestions to be added to the Google Docs. This will make it easier for them to incorporate feedback and finalize the policy. **E. Loredo** asked if there was a general outline or framework regarding what **J. Carroll** and **A. Depappa** were okay with in terms of revising the policy. **C. Reddy Doolam** mentioned that he spoke with **A. Depappa** during one of her one-on-ones, and although revising the policies, particularly around the BaySync issue, seemed like a good start for this semester, he doesn't have a specific outline yet. He plans to bring up the issue during the first Board of Directors (BOD) meeting next semester to ask for suggestions from the board members. **E. Loredo** suggested that creating a basic general outline to share with everyone could be beneficial. This would



give everyone a clear idea of what needs to be revised and what suggestions they should make when they meet to begin the policy revision process. This approach would help ensure that the group has a focused discussion and a clear direction for the changes needed to the policy.

12:58

VIII. SPECIAL REPORTS:
No special reports.

13:06

IX. ROUND TABLE REMARKS
No round table remarks.

13:20

X. ADJOURNMENT at **3:17 PM**

Minutes reviewed by:
Vice President of Finance and Chair
Charan Reddy Doolam

Minutes approved on
12-3-2024
Date:

