

Minutes of the
Associated Students of
California State University Channel Islands, Inc.

Board Meeting

July 07, 2005

The Associated Students of California State University Channel Islands, Inc. met on Thursday, July 7, 2005 at 2:00pm in the California State University Channel Islands Administration Building, Training Room.

Members Present: Meghan Ciffutelli, Anneka Busse, Joanne Coville, Trae Cotton, Cody Fullenwider, Mark Kirkpatrick

Members Absent: Kristi Adame, Ben Gallagher, Michael Martinez, Gregory Sawyer, Bob Bleicher,

Members of the Public: Toni Rice, Elisabeth Freeman, Marie Graves, Rachel Tafoya

Call to Order

The meeting was called to order at 2:12pm

1. **Approval of Minutes**- unable to approve due to no quorum
2. **Public Forum** – Marie Graves member of the public expressed interest in open Student at Large board position
3. **Financial Report** – Ms. Coville advised when ASI training is conducted for Quickbooks, will know how to read financial report and have the ability to view transactions online.
4. **Process for filing ASI Board vacancies** – Ms. Coville provided an explanation of the processing of filing board vacancies and the responsibilities of board members. The bylaws were referenced (sec 12, sec 9) regarding such processes.
5. **Election of New ASI Board Members** - There are currently (2) open spaces for students at large and (1) tentative space for a community member; Dr. Sawyer is currently working on confirming the individual to take the Community Member space. Ms. Coville requested that the board come up with a list of students that they feel would be a good voice for student representation. For each applicant selected, a brief correspondence with an explanation of why this individual would be a good candidate should be submitted to the board. This information will be maintained by Rachel Tafoya and reviewed by the board to determine which individual(s) would best fit the vacant positions on the ASI board.
 - a. Vacant board positions are as follows,
 - a. One two-year position
 - b. One one-year position
6. **Signature Authority for Disbursement Check Requests/Approvals for payment/Etc.** – Not able to discuss and decide upon due to no quorum available
7. **What determines a Quorum** – Bylaws were referenced (Sec 21).

8. Progress with ASI website – Ms. Rice provided an update with the ASI website advising that Clubs/Orgs would need to maintain the content of what they would like displayed on the web with the host server. When CSUCI server is ready to run, information that is submitted for display would be reviewed every two weeks by (OSLD) to make sure there is no inappropriate/inaccurate information noted on website.

9. Student Union, Storage, Tax Exempt Form/Status/Procedure, and Logo Sub-committee –

1. Ms. Ciffutelli inquired when get going how to go about a feasibility study how to get a student union funded.
 - a. Ms. Coville suggested that \$40-60,000 would need to be available to conduct feasibility study.
 - b. Ms. Ciffutelli requested to use funds left over from FY 04-05 to fund student union.
 - c. Ms. Coville stated that it would not be possible to use such funds due to an allotted amount needing to stay in reserve fund. 15% needs to be set in reserve for feasibility study. Ms. Coville suggested that over the course of the FY 05-06 to look at what reserves really want to fund and maintain.
2. Storage – Ms. Ciffutelli updated board to advise that she is currently working with Ed Libeoda to see what can do about storage issue.
3. Tax Exempt form – Ms. Ciffutelli inquired about use of who tax exempt form when working with businesses regarding fundraising and donations. Ms. Coville directed Ms. Ciffutelli to coordinate with Marti DeLaO regarding use of form.
4. Logo Subcommittee – Ms. Ciffutelli inquired about policy of using SPB logo with ASI logo. Ms. Coville advised that need to research minutes and put in policy format what was decided upon regarding use of ASI logo. Ms. Coville thought that the previous Board decision was that there would only be one logo, not multiple logos.

10. SPB Wages and Requests –

1. Ms. Ciffutelli inquired about the possibility to get additional funding if needed to switch budget around from what was previously submitted to the board.
 - a. Ms. Coville advised that there is not enough money in the budget to request additional funding. Will review board's financial situation again in September when student body is registered, therefore funding for the board depends upon the University's head count.
2. Ms. Ciffutelli inquired about fundraising and the availability to invest in items/equipment that would bring in additional funding for the board.
 - a. Ms. Coville responded that in regards to investing in equipment, the board has no budget to allocate additional funds to purchase equipment
 - b. Mr. Cotton advised in regards to purchasing/investing in equipment would also need to think about space for storage of items.
 - c. Mr. Kirkpatrick inquired about potential fundraising with outside entities.
 - d. Ms. Ciffutelli brought up idea that fundraising would help ASI to grow.

11. Determine designated date/time for reoccurring ASI Board meetings – Suggested to continue to meet the first Thursday of every month at 8AM at the start of the Academic Year.

12. Ordering of ASI Letterhead – Ms. Rice inquired about purchasing of letterhead with ASI logo for each organization (SG/SPB/CI View) to purchase and use. Ms. Coville referred Ms. Rice to work with Cathy Strauch in regards to ordering letterhead. Need to work with Peggy regarding what University template would be appropriate to use with ASI logo.

13. Distribution of Board Books for new ASI Officers - Rachel Tafoya distributed prior to start of meeting new member board books and allocated new documents to existing ASI board members. Ms. Coville requested that all members bring member books with them to every board meeting to be able to reference bylaws/policies as relating topics are discussed. Ms. Coville advised with next meeting when there is a quorum, will walk through the policies regarding process and procedures for auxiliary. AT that time she will point out processes and rules feel are important for board members to understand and abide by.

14. Old business- none

15. New Business- Ms. Busse introduced new SG senator elected to serve on ASI Board, Cody Fullenwider.

Meeting adjourned at 3:00pm

APPROVED:

Associated Students of California State University Channel Islands

Rachel Tafoya, ASI Support

Date