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**NOTICE OF MEETING OF THE BOARD OF DIRECTORS OF**

**ASSOCIATED STUDENTS OF CSU CHANNEL ISLANDS, INC.**

# NOTICE IS HEREBY GIVEN, to the general public and to all of the Board of Directors of Associated Students of CSU Channel Islands, Inc., a California nonprofit public benefit corporation, that:

A meeting of the Board of Directors was held on Monday, August 1, 2016 at 7:40 a.m., pursuant to Education Code Section 89921 et seq., at California State University Channel Islands, Student Union Conference Room, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

## Call to Order: 7:49 a.m..

* 1. Members present: Missy Jarnagin, Kiana Sailor, Toni DeBoni, Jennica Gold, Michelle Noyes
	2. Members of the public: Genesis DeLong, Jennifer Shoemaker, Cindy Derrico, Tonee Sherrill, Diana Ballesteros, Annie Block-Weiss, Jennifer Moss, Rolland Vasin

## Approval of Minutes:

* Minutes from May 25, 2016 were not approved due to lack of quorum. Approval will take place at the next meeting.

## Public Forum: No public forum.

## Financial Report: No Financial Report

## Outstanding Business: No Outstanding Business

## Entity Reports:

* 1. M. Noyes shared that currently Student Government is trying to get more students involved across the board and campus

## New Business

### INFORMATIONAL ITEM: Audit Entrance Conference (M. Jarnagin and R. Vasin)

* + 1. R. Vasin explained that the purpose of the audit is that it is a requirement of the Chancellors office. The Chancellors office brings an aspect of clarity for ASI. The auditor is here to issue an opinion on the financial statements of ASI. It is *not* about making sure that everything matches to the penny. R. Vasin also shared that he would like give comfort to the readers of the audit so that the audit supports the operations of the organization- ASI. He further explained that the purpose of an internal control system, is to keep the fraud level low. It is important to reflect and recognize that fraud always occurs and we just want to identify the areas that have the highest risk of fraud. Later in the audit cycle, a questionnaire will be asked to be sent out for confirmation. He would prefer this be confirmed before the exit audit.
		2. The timing of the audit tasks are listed on the audit agenda that was provided for this board meeting. On September 12, the Chancellor’s office expects a final report, with the bound copy submitted the 19th of September. R. Vasin further shared that the 19th is a formality, because November 18th they will have a draft of the information return which will be able to be filed with the return on time on February 15th 2017,
		3. In addition to the audit, R. Vasin would take the employee master file and sort it into zip code and address form to compare that to the vendors list. Another optional test is the Benford test which checks forged checks. None of these are required, but can be added and done at any time if the board so chooses to do so.
		4. R. Vasin also told the board that he and his company work in the world of board training and would be happy to offer a free 2-hour session of the fiscal responsibilities for a board such as ours.
		5. In terms of new standards and impacts. There are no new standards to apply at this time. In two years the standards will be re-written and we will at that time reevaluate with that, but to R. Vasin’s knowledge it should not have an impact on ASI.
		6. R. Vasin and his organization feel very fortunate to have been picked again as our auditors. To make sure they do an impeccable job they are treating this year as if they have never seen ASI before. To be able to look at ASI with a new lens.
		7. For the board knowledge, the audit team is the same as it has been. In 20+ years only one professional staff member has left the company.
		8. In terms of fees, they are charging about $1000 less than they were last year. R. Vasin explained that they were asked why their fee was lower, and he explained that for the size of our ASI, it made sense to have a lower fee.
			1. M. Noyes opened it up to questions:
				1. C. Derrico asked about unrelated business income and what would fall into that category?
				2. R. Vasin explained that if you hired a company to conduct a swap meet every Sunday that was open to the public and wasn’t educationally minded and the income from such an activities is more than $1000 than a tax return is needed. He further clarified that some auxiliaries sell used books and those then are reported. If it is considered educational then it is usually exempt from this process. If ASI would like to do something like this in the future, it would be best for ASI to ask our auditors the correct steps to take.
				3. C. Derrico expanded that we have come up against this with when our student organizations sell t-shirts and the like. R. Vasin answered by saying that he would put that in the fundraising category and not here in this process.
				4. J. Moss added that we will need to be available to vote and accept the audit exit conference at a special board meeting. Before this audit exit conference is held each board member will get a copy to review. R. Vasin would like this confirmed over the phone, before we vote to accept it.
				5. C. Derrico asked when would we receive this report? J. Moss clarified that we will receive the report eight days before the planned audit exit conference which would be between, September 6-16, 2016.
			2. M. Noyes asked for a motion to amend the agenda to make the audit entrance conference an informational item instead of an action item.
				1. K. Sailor motioned to amend the agenda to make the audit entrance conference an informational item instead of an action item.
				2. T. DeBoni seconded the motion.
				3. M. Noyes asked all in favor?
				4. All in favor – agenda amended to make the audit entrance conference an informational item instead of an action item.

### Informational Item: ASI Board Alternate Meeting Times (C. Derrico)

* + 1. C. Derrico shared with the board that last year there were demands made by students to change the ASI Board of Directors meeting day/times so that more students could attend. Mrs. Derrico expanded that obviously it is hard to pick a time. A recommended time was a noon time, but Mrs. Derrico would like everyone to consider other meeting times and hopefully be able to discuss at the next meeting possibly changes to the meeting times. C. Derrico asked if there were any questions.
			1. K. Sailor asked to clarify if a different day or time was necessary? C. Derrico clarified and said that any day during the week could be suggested and that this came up, because it is hard to get commuters to come to the ASI Board of Director Meetings. C. Derrico further said that it is thought that weekends would not be as preferred for most current board members and that it probably can’t go much past 6 p.m. as a start time. This time currently has been the time for forever, since the board existed, but maybe we should consider a change.
			2. M. Jarnagin gave a little more information, noting that she sits on a lot of other boards and that they meet at many different times. So really it is not limited to what we pick day/time-wise. We would also want to be aware of the other board times across campus as to not conflict with those times.

### Sign Conflict of Interest and Media Release Forms (G. DeLong)

* + 1. G. DeLong distributed and collected Jennica Gold, Kiana Sailor, Toni Deboni, Missy Jarnagin, and Michelle Noyes forms.

## Adjournment: 8:17 a.m.

Next ASI Board Meeting is scheduled for Thursday, September 1st, 2016.

Minutes respectfully submitted by Annie Block-Weiss, ASI Administrative Support Coordinator.



**Associated Students of California State University Channel Islands, Inc.**

**Authorization to Retain Independent Auditor**

**May 25, 2016**

**Presentation By**

Missy Jarnagin

Associate Vice President

Financial Services

**Summary**

This item requests approval from Associated Students of California State University Channel Islands, Inc. (“ASI”) to retain the services of an independent auditor for the purposes of overseeing the annual financial audit.

**Background**

Every three to five years the Request for Proposal (RFP) process is utilized to retain the services of an independent auditor to conduct the annual financial audit of ASI. Proposals were received by two firms and reviewed by CI staff for completeness and overall service to the 5 entities requiring an independent financial audit. The recommended firm has submitted a not to exceed fee of $16,500.

**Recommendation**

The following resolution is presented for approval:

**RESOLVED**, by ASI Board of Directors, that CI staff execute the necessary agreements to retain Vasin, Heyn & Company to conduct the annual financial independent audit.