



**ASSOCIATED
STUDENTS INC.**
C H A N N E L
I S L A N D S

**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 will be held on Thursday, September 7, 2017 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:

- 1) Call to Order: 7:43 a.m.
- 2) Roll Call:
 - a. Members Present: Riley Leal, Carisa Arellano, Rhen Bass, Toni DeBonis, Jennifer Moss, Jazzminn Morecraft, Isabel Campos, Elizabeth Heim, Susan Andrzejewski, Matt Fennel
 - b. Member of the Public: Genesis DeLong, Diana Ballesteros, Karina Hinojosa, Monica Campos, Isabel Campos, Annie Block-Weiss, Helen Alatorre, Cindy Derrico, Diane Wei, Diane Mandrafina, Tonee Sherrill, Karina Gonzalez, Steve McCann, Cynthia Aguinaga, Caroline Fernandez
- 3) Approval of Agenda:
 - a. E. Heim moved to approve the agenda as amended by the Chair
 - I. **M/S/P (E. Heim/T. DeBonis) Motion passed 9-0-0**
- 4) Approval of Minutes:
 - a. ACTION ITEM: Approval of minutes from May 4, 2017
 - II. **M/S/P (R. Bass/E. Heim) Motion passed 9-0-0**
 - b. ACTION ITEM: Approval of minutes from August 31, 2017
 - III. **M/S/P (C. Arellano/J. Moss) Motion passed 7-0-2**
- 5) Public Forum: *None*
- 6) Financial Report: *(R. Leal) None*
- 7) Entity Reports:
 - a. Student Government *(K. Hinojosa) None*
 - b. Student Programming Board *(R. Leal)*
 - i. Student Programming Board is gearing up for the "Welcome Back Luau" which will be tonight, September 7, from 6:30-9:30 p.m. SPB is looking forward to welcoming back the students and helping them connect and meet with the clubs that will be tabling at the event.
 - c. *The CI View (J. Morecraft)*
 - i. *The CI View* had their first meeting yesterday, September 6 and filled the entire Coville Conference room with interested students. Additionally, at the meeting articles were assigned as there are three weeks until publication.

d. *The Nautical* (C. Arellano)

- i. *The Nautical* is really work on events that help to promote the yearbook, specifically, *The Nautical* will be tabling at the Involvement Fair and at the “Welcome Back Luau”.

8) Community Report: (R. Bass)

- a. R. Bass reiterated that what was put into last week’s minutes [Looking at what are the student needs within the community, internships from the community, and other opportunities, etc.], still holds true and to please let Helen Alatorre or Rhen Bass know if you have any thoughts on the matter.

9) Outstanding Business: *None*

10) New Business:

- a. ACTION ITEM: Audit Exit Conference (Vasin, Heyn and Associates)
 - i. Steve McCann and Cynthia Aguinaga reviewed the last fiscal year’s audit with the Board.
 - 1. The audit has determined that the financial statements are fairly stated.
 - 2. Page 3: Statement of financial position
 - a. This shows the assets and liabilities. Additionally, this page shows that the cash increased a bit, but that the other balances are similar from the other years. To note the increases are due to an accumulation of earnings.
 - 3. Page 4: Revenue and expenses
 - a. This shows an increase, due to an increase of students
 - 4. Page 5: Cash Flow statement
 - a. This page shows how the organization stood in its cash position at the beginning of the year to the end of the year

Jeremy Booker arrived

- 5. Page 6-7:
 - a. This page shows no change in accounting policies
- 6. Page 12:
 - a. This page shows the makeup of our related party receivables
- 7. The rest of the packet is supplemental information
- ii. Required disclosure:
 - 1. The responsibility is to the audit, and that the financial situation of the business is fairly stated
 - 2. No adjustments are needed to bring to the Board
 - 3. There was no disagreements with managements
 - 4. Management did not have any consultations with other auditors
 - 5. Overall the audit went very smoothly

6. Hard copies will be provided
7. The fee was a fixed fee and we were within budget of that
8. In preparation of the tax return, the needed paperwork will be sent over to management within a week
 - a. It will be filed in November and there should be no change from prior years. Per ASI policy, Diane Mandrafina will review on behalf of the Board prior to the finalization
9. Additionally, as part of the audit service provided, there are value added services that can be offered if the Board chooses:
 - a. Board trainings (free of charge): To review financial statements and responsibilities. Takes about 1 hr. and 45 min.
 - b. Also- happy to have an executive session as well.

iii. Questions:

1. R. Bass asked: For the benefit of the Board what is GASB/FASB?
 - a. These are Governmental Standards in which the ASI Board lands under. In essence the accounting rules how the company and organization are bound by GASB/FASB to process account transactions and financial reporting.
2. R. Bass asked: Were there any management letter that were discussed with management?
 - a. Nothing to report.
3. R. Bass asked: In regards to the 501c3, is there any guidance we need to be aware of when surplus grows to excessive amounts?
 - a. No, not for us. But you could consider to designate funds for contingencies for the future.
4. C. Derrico stated that in our records we have our funds balances at a higher amount?
 - a. This is just the sum? of the net assets.

- iv. R. Bass explained to the Board that when the Board votes on this, you are stating you understand and are comfortable with this vote. R. Bass further shared that this is a good audit and ASI is in a good financial position.

IV. Motion to approve the Audit, M/S/P (J. Booker/S. Andrzejewski) Motion passed 7-0-2

- b. INFORMATIONAL ITEM: Parliamentary Procedure Guide (H. Alatorre)
 - i. Last week Karina Hinojosa chaired the meeting and today Riley Leal has graciously done so. To assist the Board, we will be offering some lunch time opportunities to practice and hone skills when it comes to Parliamentary Procedure. We want the Board to feel

comfortable and it is an essential tool and to assist in business. Additionally, please use your Board binder as a resource.

c. ACTION ITEM: ASI Board Officer Appointments (R. Leal)

i. Chair

1. No nominations
2. H. Alatorre encouraged the Board members to serve as the chair. Additionally, H. Alatorre shared that the ASI office is still actively recruiting for the two Board vacancies. There have been a few that have expressed interested and the hope is that they would be able to attend the next Board meeting in October.

ii. Secretary

1. Carisa Arellano nominated them self for the position. R. Bass seconded the nomination
 - a. C. Arellano shared with the Board that they would like to be more involved with the Board and sees this as a great opportunity to do so.
- V. **Motion to appointment Carisa Arellano as the ASI Board Secretary, M/S/P (S. Andrzejewski/T. DeBoni) Motion passed 9-0-1**
 - b. Carisa Arellano was appointed the ASI Board Secretary

d. INFORMATIONAL ITEM: Financial Training (C. Derrico)

- i. Presented a PowerPoint to the Board about the structure and obligations of the ASI Board as it pertained to their fiduciary responsibility

e. ACTION ITEM: BASC Committee Appointment (H. Alatorre)

- i. This item is being brought to the Board, ideally the Chair would assist with this, but the BASC needs to be formed sooner rather than later due to the work of the committee needing to occur before the next Board meeting and within the ASI Board bylaws, it allows for the ASI Executive Director to do the work of the Chair in their absence.
- ii. The committee preference sheets were reviewed, specifically the first and second choices. As per those preferences I present a list of committee members for the BASC for the Boards consideration.
 1. Matt Fennell, Riley Leal, Jennifer Moss, Carisa Arellano, Toni Deboni
 2. This does leave one student vacancy as this committee, per the bylaws, must be made up entirely of Board members, and the majority of the six members, must be students.
- iii. As stated above, currently the bylaws state this committee must be comprised of solely Board members, but on behalf of the Board, we will be investigating if that can be altered, but as stands, the BASC needs to be solely made-up of Board members.
- iv. **R. Bass moved to approve the recommendation of BASC members as recommended by the ASI Executive Director, Elizabeth Heim seconds.**
 1. Discussion:

- a. C. Arellano asked for clarification on how many meetings this committee would have.
 - i. H. Alatorre shared that it depends on the time of year and the need. Usually the committee meets once a week, but sometimes twice a week. Specifically the fall semester will be lighter than the spring semester in regards to the meetings.

VI. M/S/P (R. Bass/E. Heim) Motion passed 8-0-2

f. Closing Comments:

- i. R. Bass asked if there are commuter computers available in the Student Union?
 - 1. Tonee Sherrill from the public answered that there are 4 computer stations downstairs
 - 2. I. Campos also shared that students can check out laptops from the Student Union Information Desk
- ii. H. Alatorre introduced members of the Board who were unable to attend the first Board meeting:
 - 1. Isabel Campos, Jazzminn Morecraft, Jeremy Booker, Susan Andrzejewski, Elizabeth Heim

11) Adjournment: 8:53 a.m.

Next ASI Board Meeting **AND PICTURE** is scheduled for Thursday, October 5, 2017 at 7:40 a.m. in the Student Union Conference Room.

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