

El Camino College  
**Associated Students Organization**  
Finance Committee Meeting Minutes  
Tuesday July 3, 2007  
1:00 p.m. – Executive Office

**I. Call to Order**

Christina Jack called the meeting to order at 1:05p.m.

**II. Roll Call**

Present: Janice Watanabe (Present for Harold Tyler), Christina Jack, Hong Tran, Vivian Amezcua, Carolee Casper.

**III. Approval of the Agenda**

(5.6) Reimbursements was added to the agenda. (5.7) Budget Revision was added to the agenda.

With no objection the agenda for July 3, 2007 was approved as amended.

**IV. Approval of the Minutes**

No minutes were present.

**V. New Business**

**(5.1) New Student Welcome Day**

Motion to spend up to \$300.00 from AS Hospitality (836104) on balloons and highlighters for New Student Welcome Day decorations and promotional materials.

*Moved by V. Amezcua, Second by J. Watanabe. Motion passes.*

**(5.2) AS Organization promotional materials**

Motion to spend up to \$250.00 from Public Relations (836412) on pencils used for marketing purposes.

*Moved by V. Amezcua, Second by J. Watanabe. Motion passes.*

**(5.3) AS Supplies**

Motion to approve spending up to \$200.00 from the AS supplies account (836101) for general office supply necessities.

*Moved by V. Amezcua, Second by J. Watanabe. Motion passes.*

**(5.4) Laser Printer**

Motion to approve up to \$1,250.00 from the Technology and Management Systems account (836115) to purchase a laser printer to be used for the AS.

*Moved by V. Amezcua, Second by J. Watanabe. Motion passes.*

**(5.5) Furniture**

Furniture for the offices was discussed. Decisions about which accounts purchases were to be withdrawn from was also discussed. The possibility of workstations is to be looked into before the next meeting.

**(5.6) Reimbursements**

Discussion regarding whether to reimburse D. Nordel for \$318.01 from the Representation Fee (836115) for his purchases pertaining to the New Student Leadership Orientation from the 2006-2007 budget or the 2007-2008 budget.

It was decided that there would be enough in the representation fee account to reimburse from last year and no need for re-approval.

**(5.7) Budget Revision and Approval**

Motion to approve the 2007-2008 budget in accordance to 2006-2007 budget with the following changes;

- delete the Hurricane Harbor account (834212) from both income and expenditure accounts
- increase the Magic Mountain income (834211) and expenditure (836121) accounts to a total of \$13,000.00
- move \$200.00 from AS supplies account (836101) to Public Relations account (836412)
- delete the textbook assistance account (836117) and move the \$200.00 previously allocated to a new account named National Student Employees Week Scholarship account (To be determined)
- transfer \$100.00 from AS Hospitality (836104) to the National Student Employees Week Scholarship account (To be determined).

*Moved by C. Jack, Second by V. Amezcua. Motion passes.*

**VI. Adjournment**

Meeting adjourned at 1:42 p.m.